New Company Setup/Upgrade

Step-by-step instruction for setting up or upgrading an entity within LINK®

Contents

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

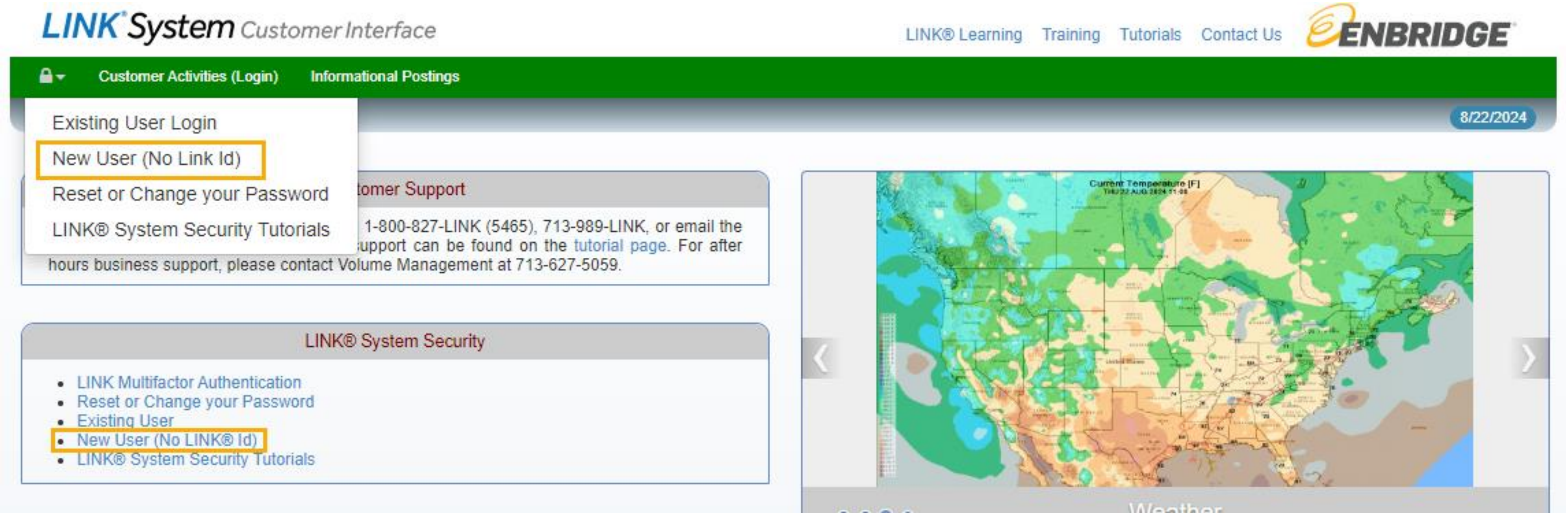
Creating an All Business Purposes Entity

How to create an All Business Purposes Entity

Create an All Business Purposes Entity

Step 1

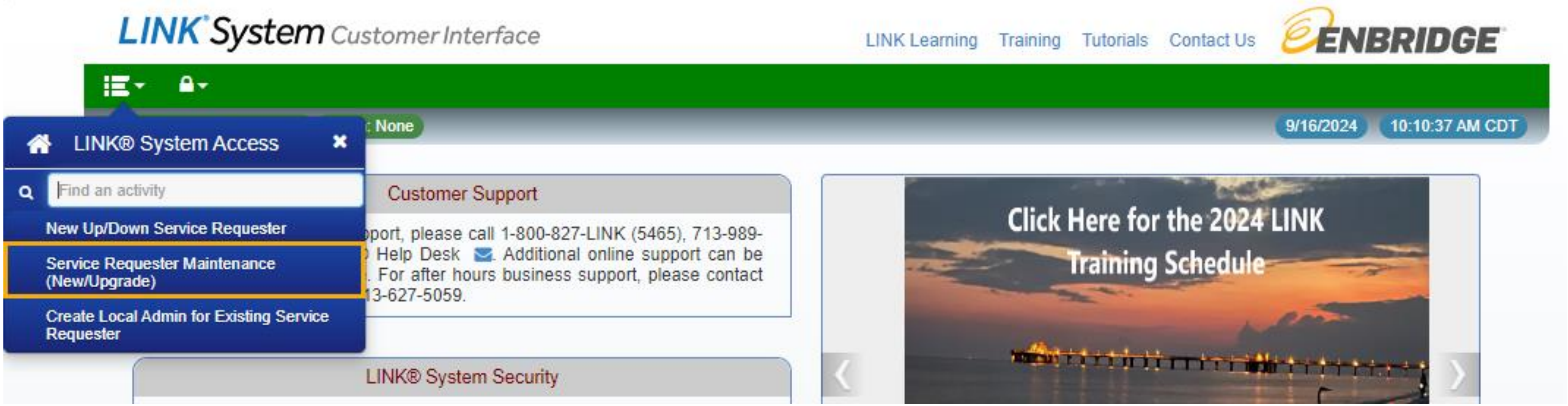
Visit https://link.enbridge.com and select “New User (No LINK ID)”



Create an All Business Purposes Entity

Step 2

Select "Service Requester Maintenance (New/Upgrade)"



Create an All Business Purposes Entity

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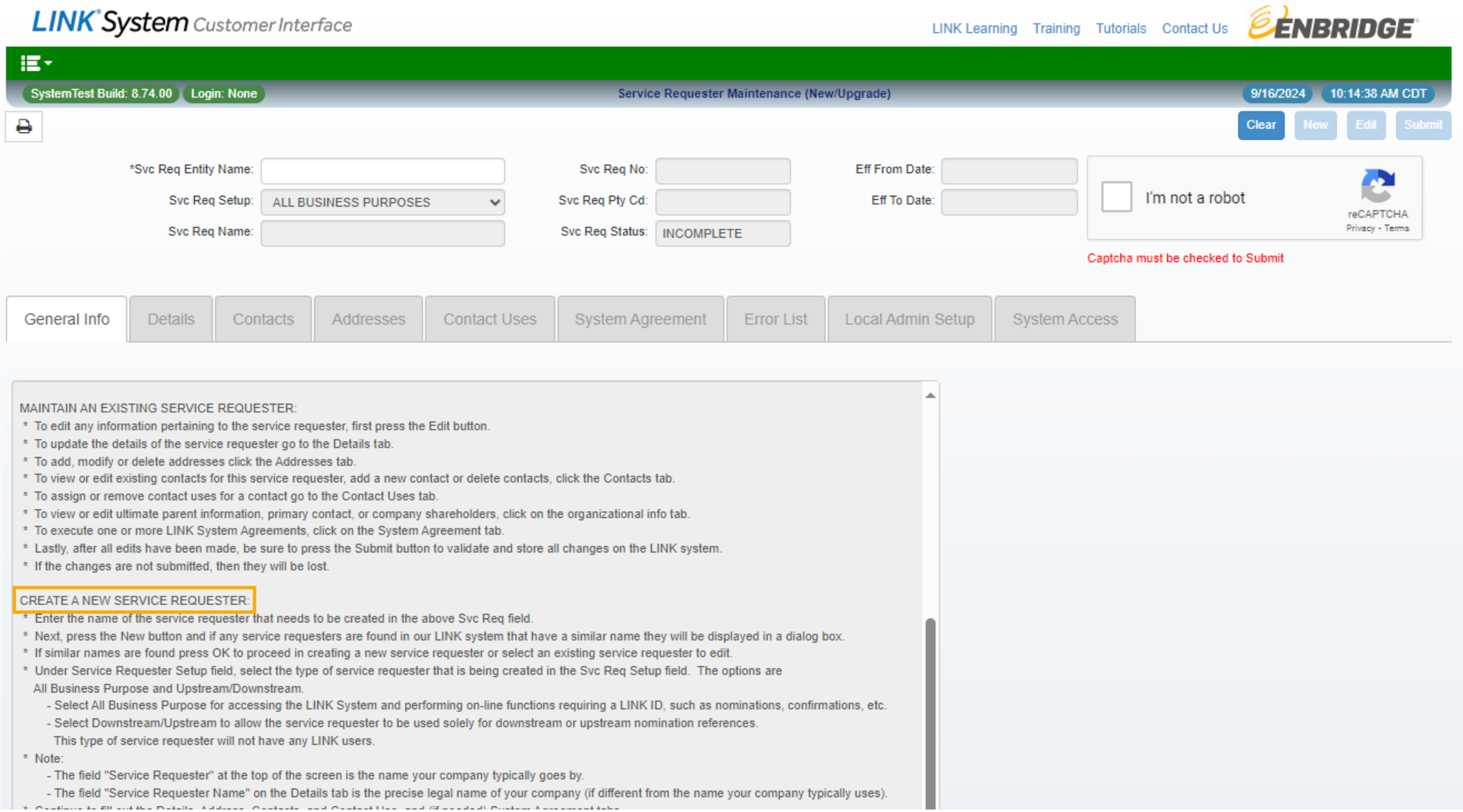
Notice

Step by step instructions are listed in the textbox under the tab “General Info”



Create an All Business Purposes Entity

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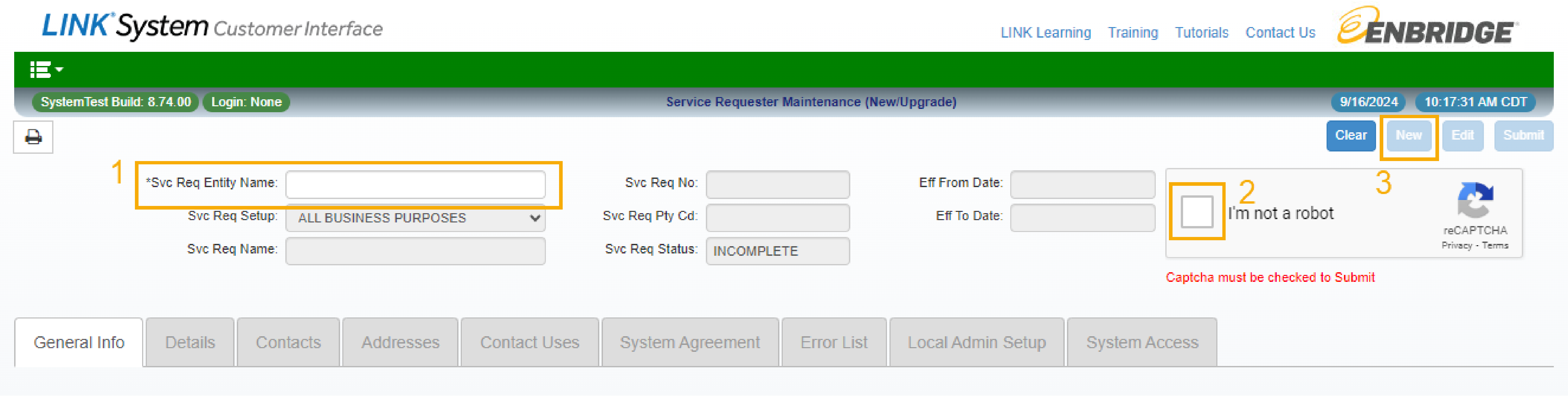
Step 3

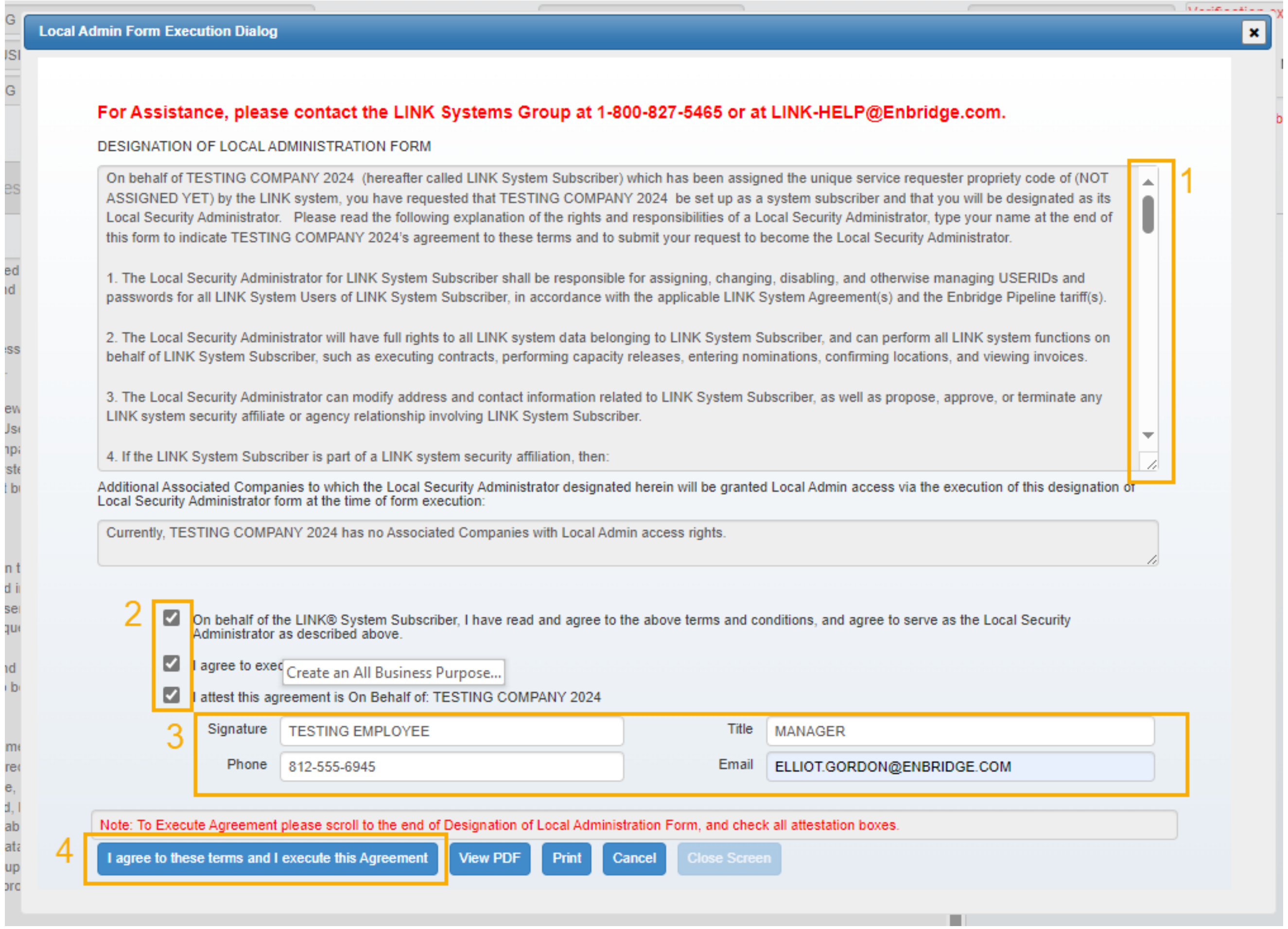
Enter the name of the entity that you wish to create, check the Captcha box, and hit the “New” button.



Create an All Business Purposes Entity

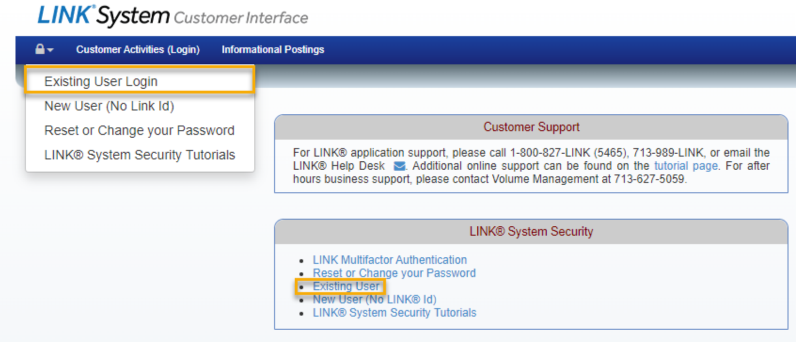
Step 4

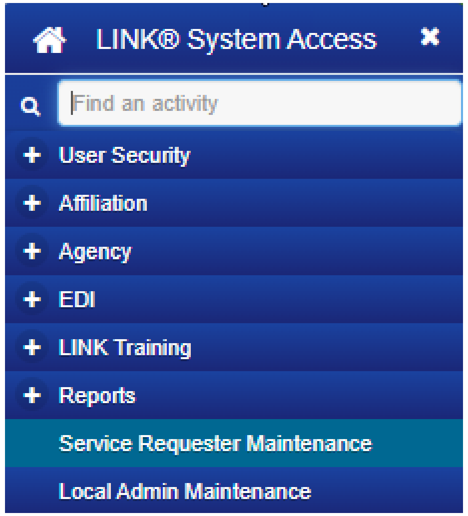
Local Administration Agreement Form. Read all the terms, agree to the terms, fill out requested information, and hit “I agree to these terms”. Execute the checkout window that will popup.



Local Security Administrators

- Who are LSAs and What do they do?
  - LSAs are designated employees at a customer company that acts as an administrative authority for their employer
  - Responsibilities include:
    - Creating and disabling LINK IDs
    - Adding and updating access rights to users
    - Creating, approving, and renewing agency agreements
    - Creating affiliation agreements
    - EDI setup
  - Enbridge employees cannot execute these functions on behalf of the LSA. If you need assistance with any of these tasks, please contact your LSA.
- Where do LSAs execute these responsibilities?
  - The LINK security portal
  - Go to https://link.enbridge.com

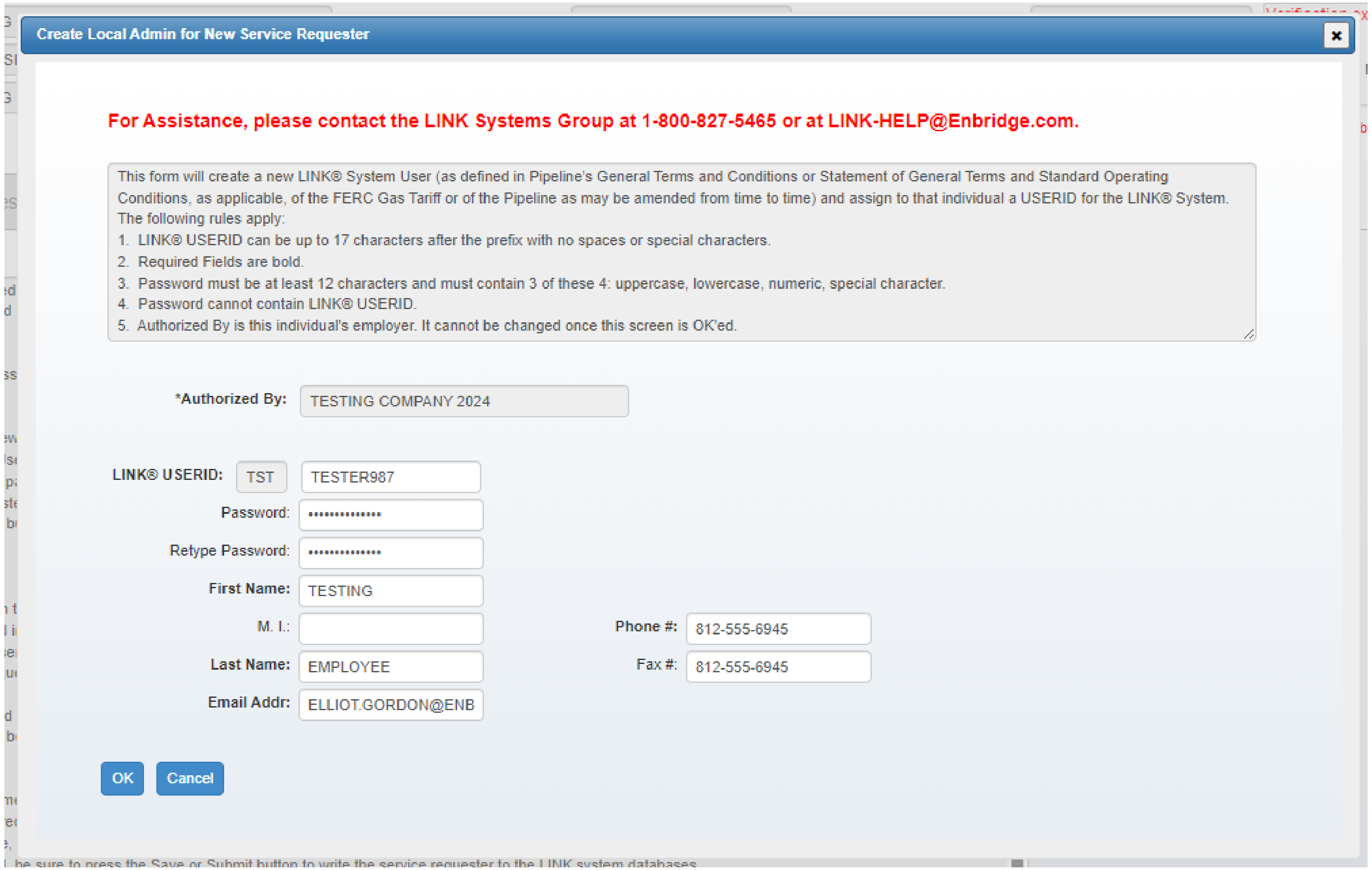




Create an All Business Purposes Entity

Step 5

Create a login for the Local Security Administrator. Fill in all requested information and hit “OK”



Create Local Admin for New Service Requester

For Assistance, please contact the LINK Systems Group at 1-800-827-5465 or at LINK-HELP@Enbridge.com.

This form will create a new LINK® System User (as defined in Pipeline's General Terms and Conditions or Statement of General Terms and Standard Operating Conditions, as applicable, of the FERC Gas Tariff or of the Pipeline as may be amended from time to time) and assign to that individual a USERID for the LINK® System.
The following rules apply:

1. LINK® USERID 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 12 characters and must contain 3 of these 4: uppercase, lowercase, numeric, special character.
4. Password cannot contain LINK® USERID.
5. Authorized By is this individual's employer. It cannot be changed once this screen is OK'ed.

***Authorized By:** TESTING COMPANY 2024

LINK® USERID: TST TESTER987

Password: ••••••••••••••

Retype Password: ••••••••••••••

First Name: TESTING

M. I.:

Last Name: EMPLOYEE

Email Addr: ELLIOT.GORDON@ENB

Phone #: 812-555-6945

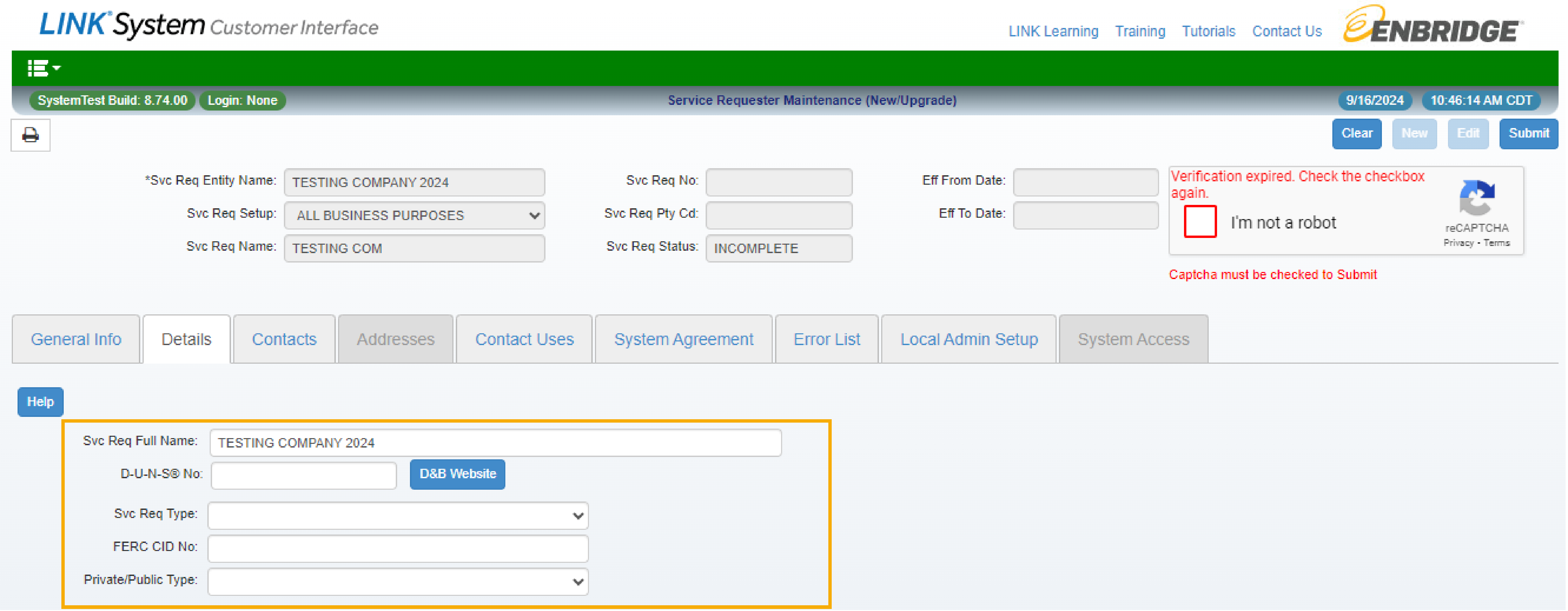
Fax #: 812-555-6945

OK Cancel

Create an All Business Purposes Entity

Step 6

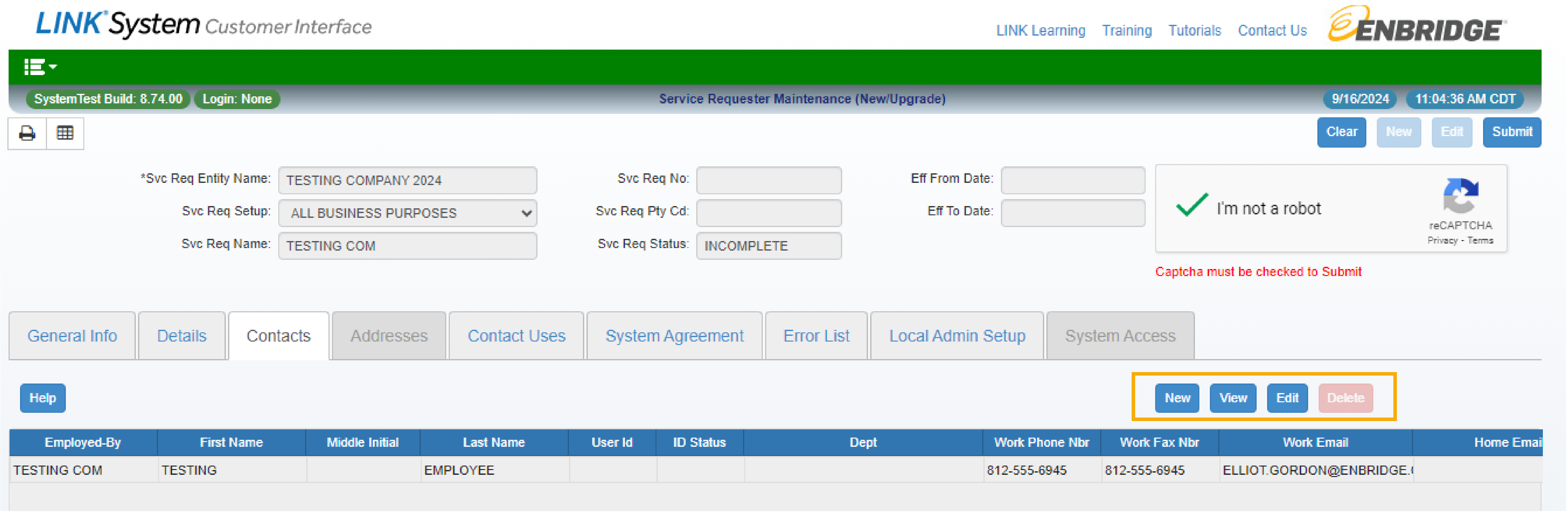
Under the “Details” tab enter in all requested information



Create an All Business Purposes Entity

Step 7

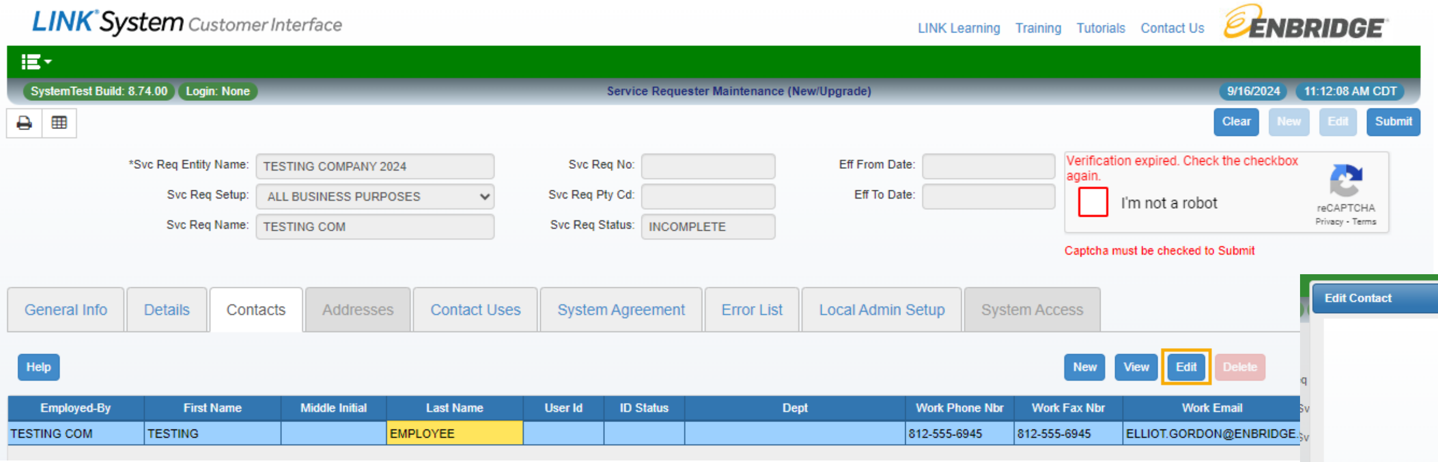
Under the “Contacts” tab, enter any additional contacts for the company

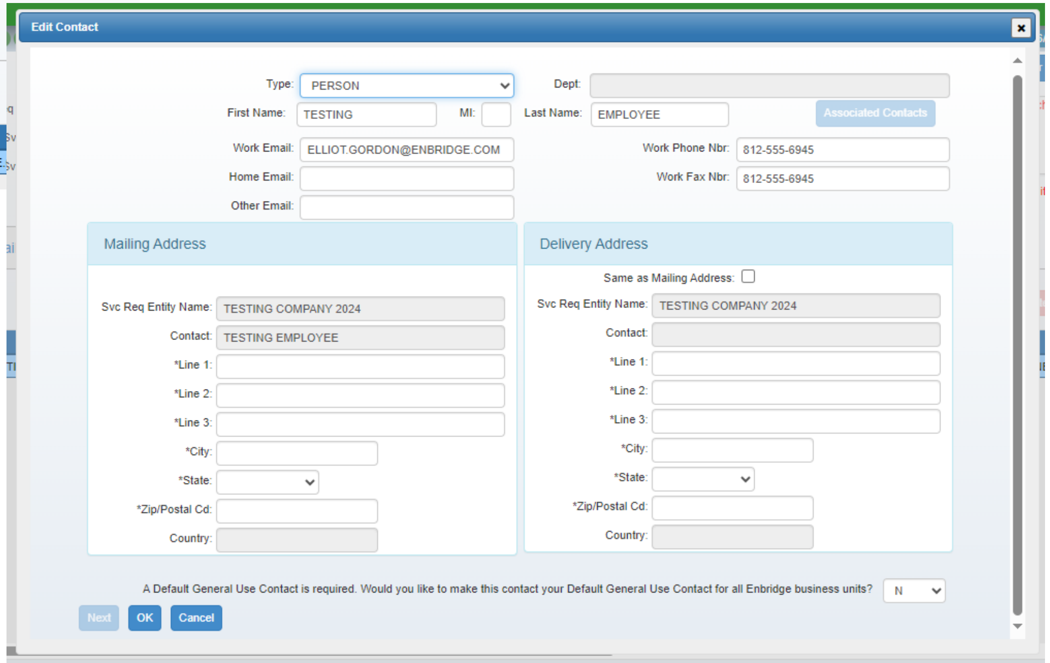


Create an All Business Purposes Entity

Step 8

Add an address to your company by editing an existing contact





Create an All Business Purposes Entity

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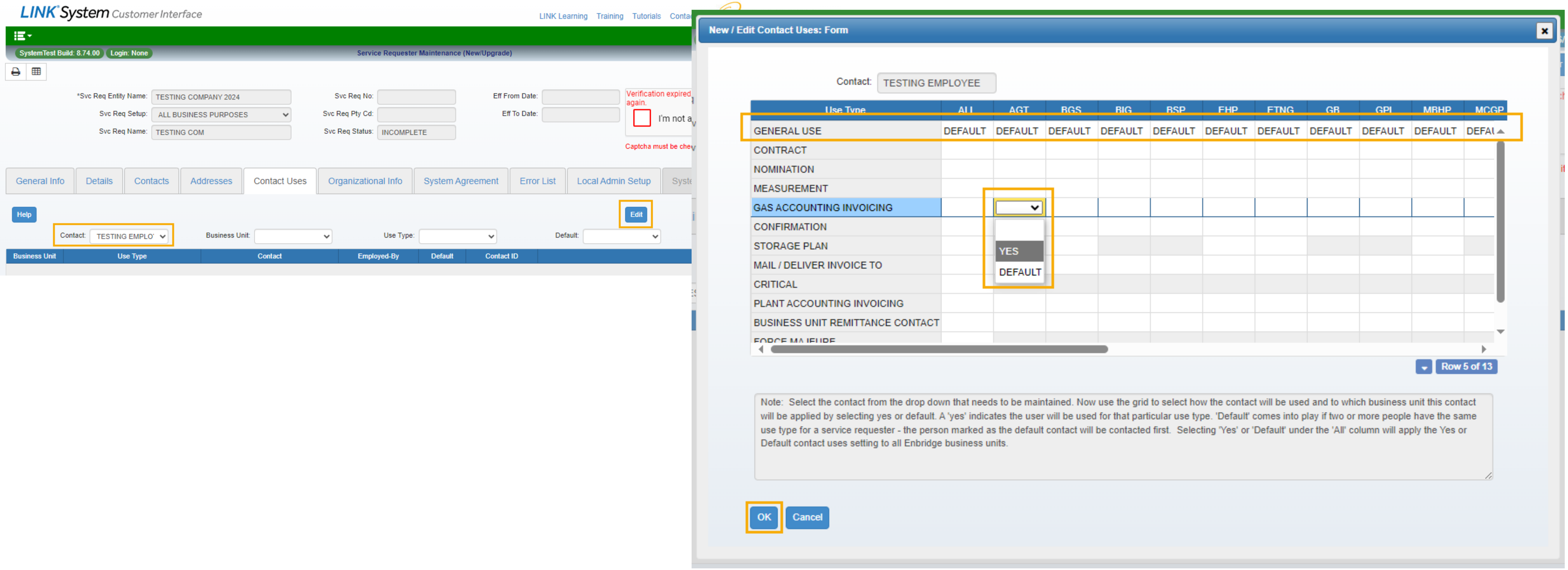
Step 9

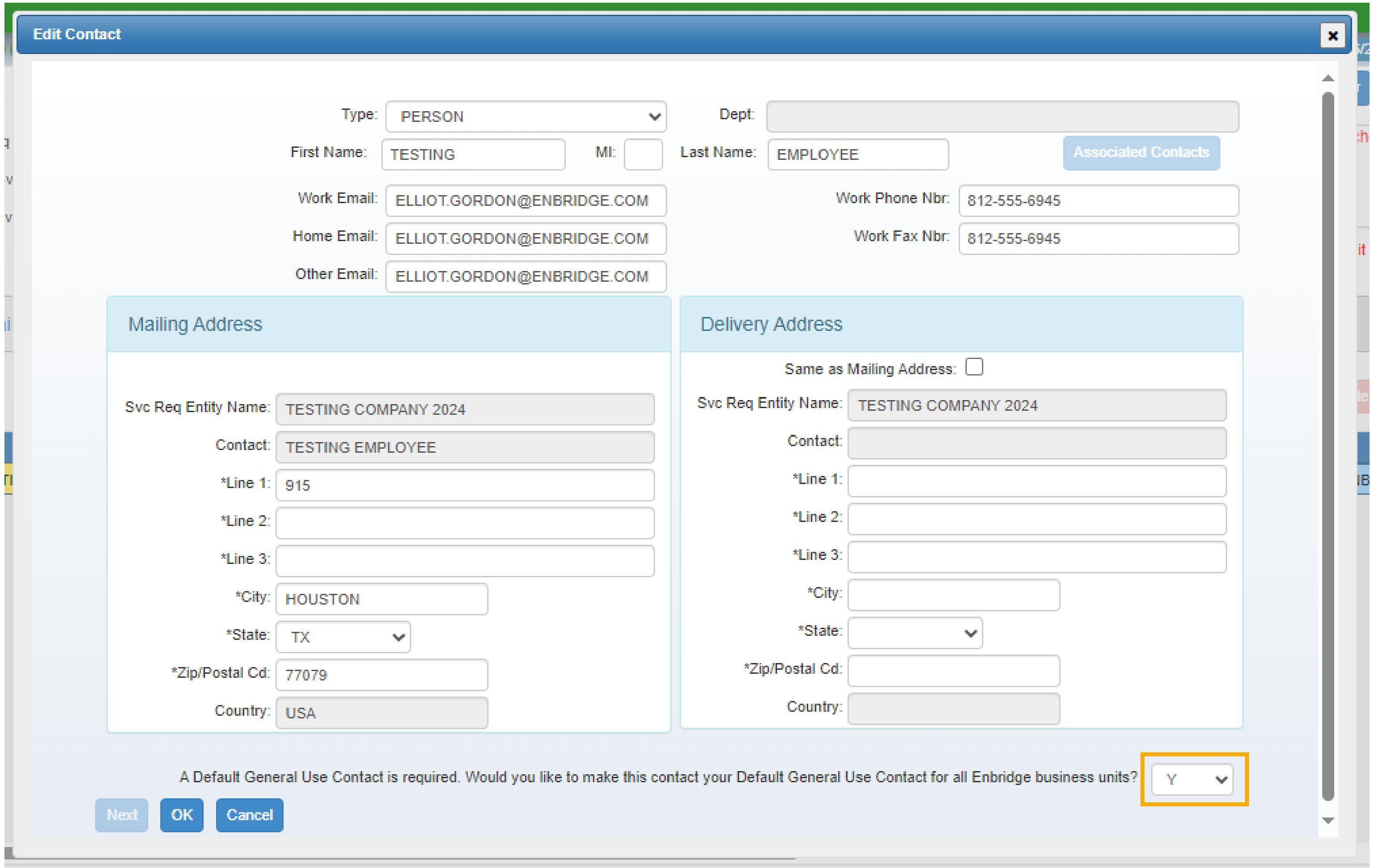
Under the “Contact Uses” tab assign a contact use to appropriate contacts. An assigned contact will be sent relevant information based on the use type. Select the contact and hit “Edit”. To send all information to a single contact select “General Use”.



Create an All Business Purposes Entity

Notice

You will be required to set a default contact. This can be done while editing the contact. Flip the below toggle to ‘Y’.



Create an All Business Purposes Entity

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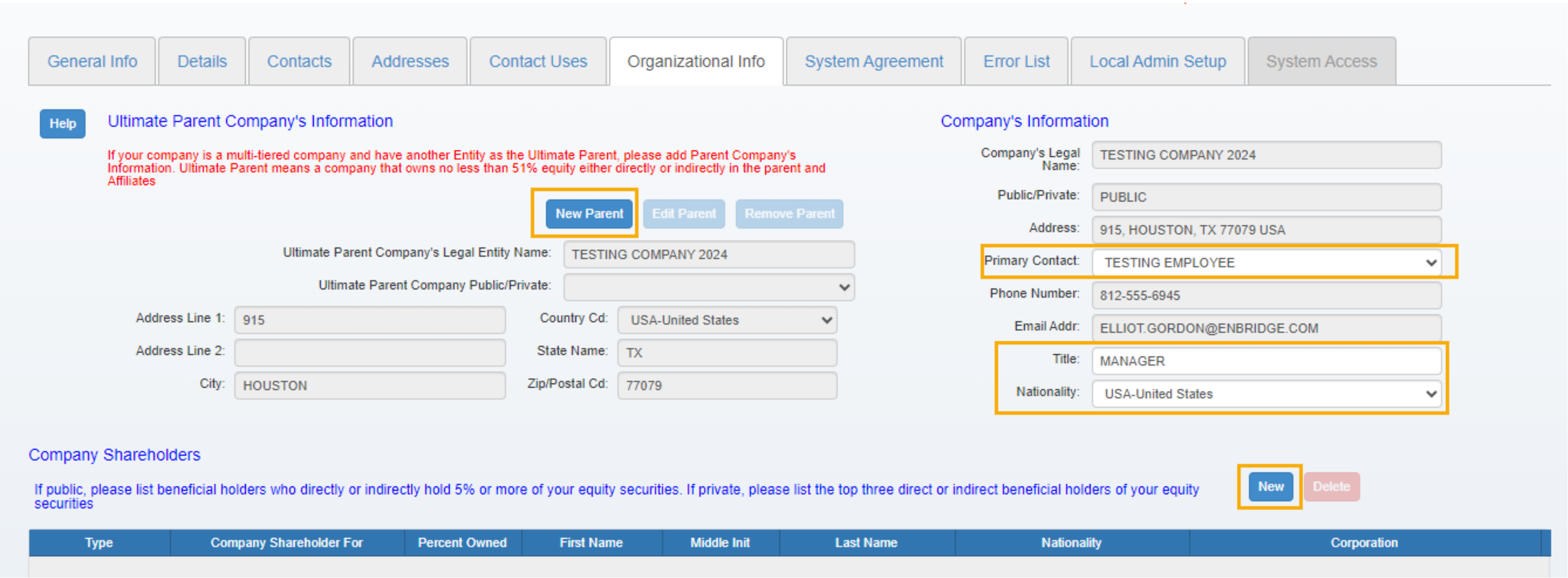
Step 10

Provide Organizational Information. List the primary contact information and nationality of the company. Then provide the following:

1. List an ultimate parent company if relevant (51% or more ownership).
   – Hit "New Parent" to add a parent company.
2. List the top 3 shareholders for the company.
   – Hit "New" to add a new shareholder.



Create an All Business Purposes Entity

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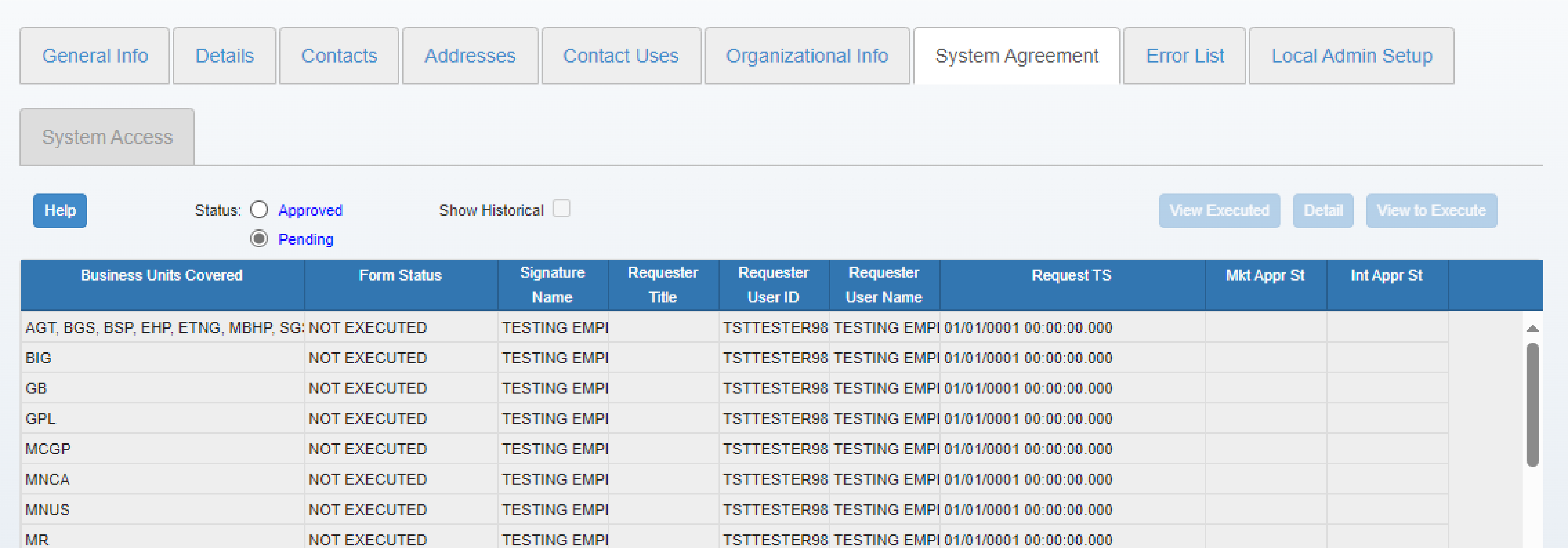
Step 11

File system agreements for business units that your company will be doing business on.

For step-by-step instructions on how to file a system agreement see the tutorial *System Agreement Execution*

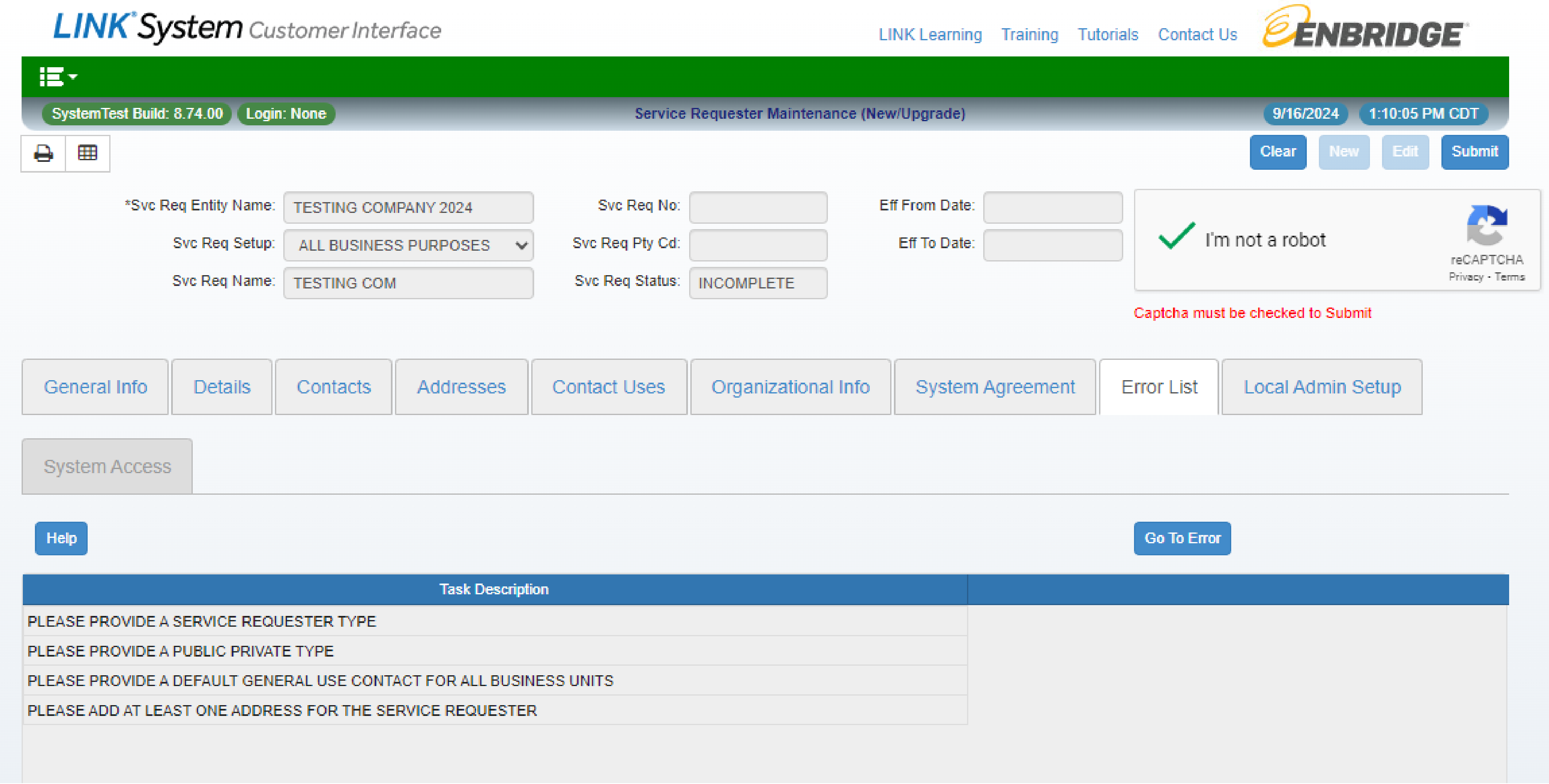


Business Units Covered	Form Status	Signature Name	Requester Title	Requester User ID	Requester User Name	Request TS	Mkt Appr St	Int Appr St
AGT, BGS, BSP, EHP, ETNG, MBHP, SG:	NOT EXECUTED	TESTING EMPI		TSTTESTER98	TESTING EMPI	01/01/0001 00:00:00.000		
BIG	NOT EXECUTED	TESTING EMPI		TSTTESTER98	TESTING EMPI	01/01/0001 00:00:00.000		
GB	NOT EXECUTED	TESTING EMPI		TSTTESTER98	TESTING EMPI	01/01/0001 00:00:00.000		
GPL	NOT EXECUTED	TESTING EMPI		TSTTESTER98	TESTING EMPI	01/01/0001 00:00:00.000		
MCGP	NOT EXECUTED	TESTING EMPI		TSTTESTER98	TESTING EMPI	01/01/0001 00:00:00.000		
MNCA	NOT EXECUTED	TESTING EMPI		TSTTESTER98	TESTING EMPI	01/01/0001 00:00:00.000		
MNUS	NOT EXECUTED	TESTING EMPI		TSTTESTER98	TESTING EMPI	01/01/0001 00:00:00.000		
MR	NOT EXECUTED	TESTING EMPI		TSTTESTER98	TESTING EMPI	01/01/0001 00:00:00.000		

Create an All Business Purposes Entity

Step 12

Verify that all information is correct and hit “Submit”. Any errors will appear under the tab “Error List” tab.



Creating an Up/Down Entity

How to Create an Up/Downstream Entity

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Create an Up/Down Entity

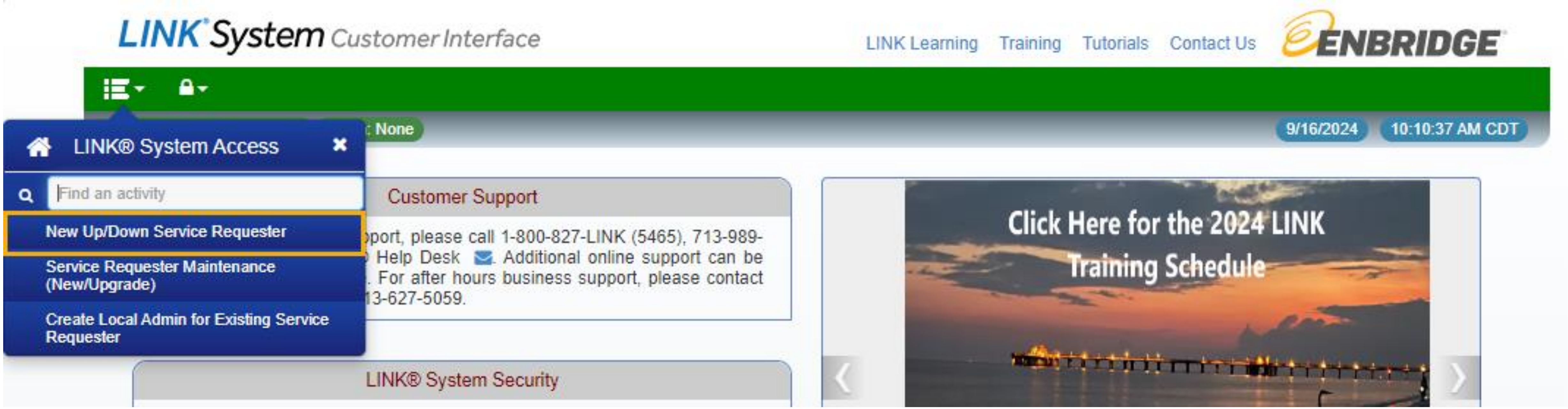
Step 1

Visit https://link.enbridge.com and select "New User (No LINK ID)"

Create an Up/Down Entity

Step 2

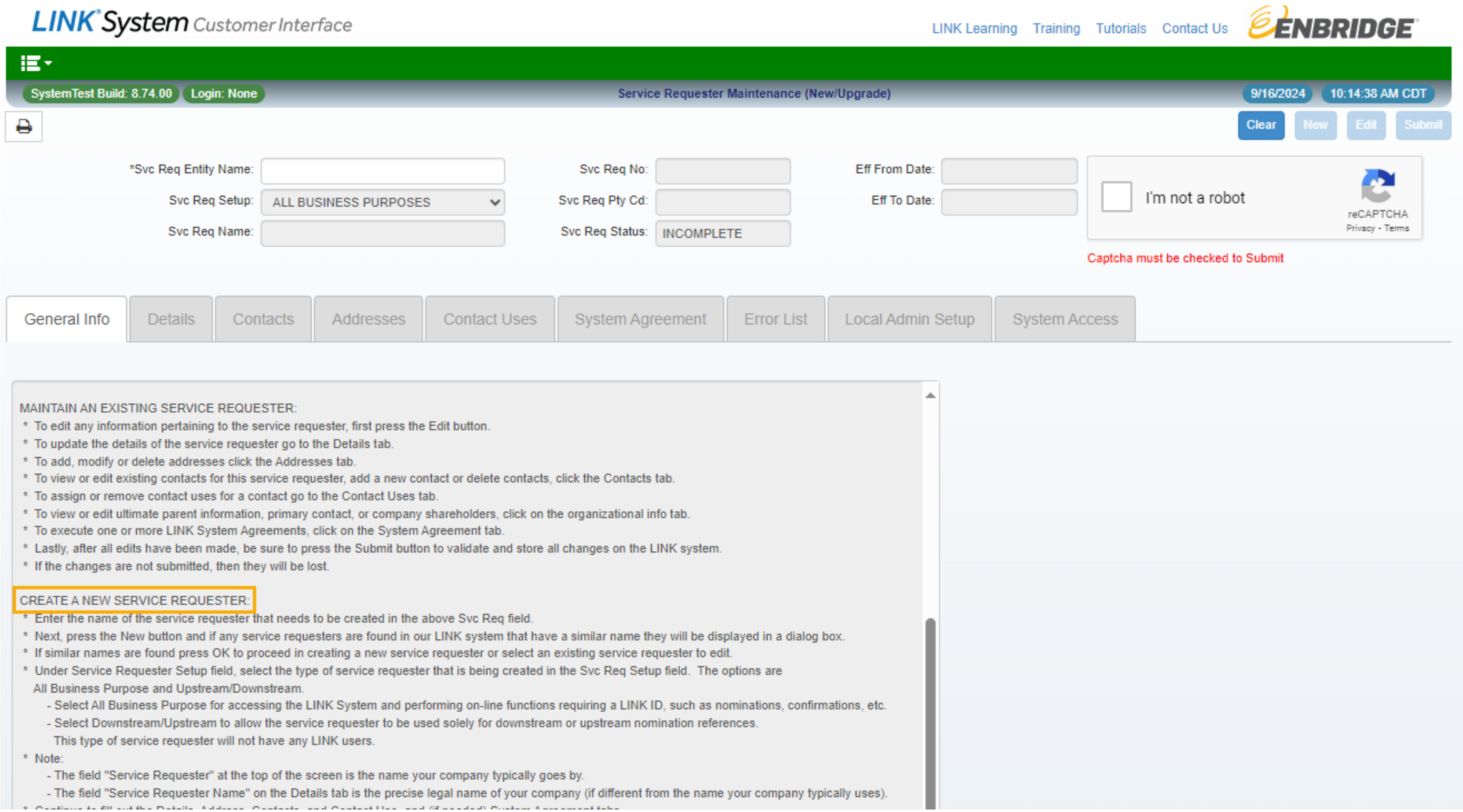
Select “New Up/Down Service Requester”



Create an Up/Down Entity

Notice

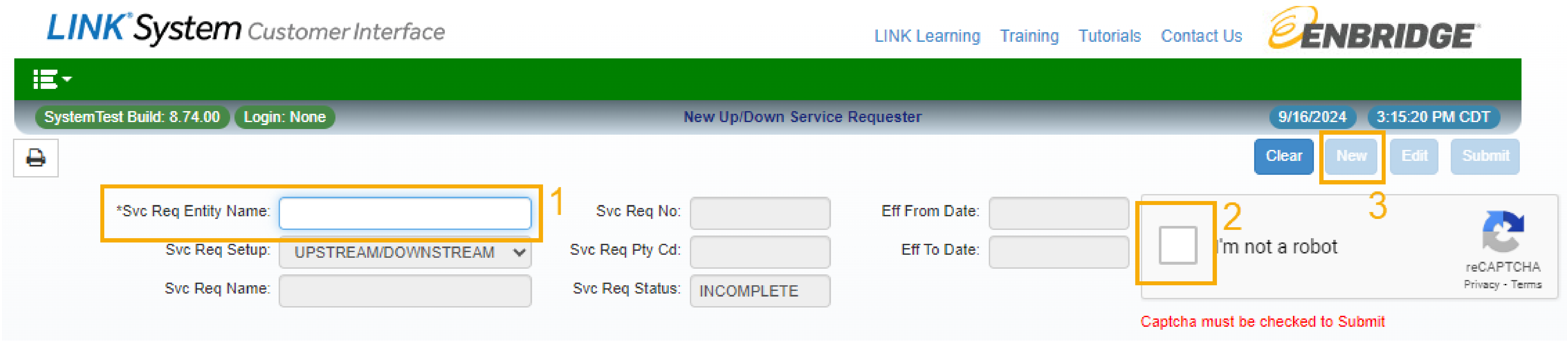
Step by step instructions are listed in the textbox under the tab “General Info”



Create an Up/Down Entity

Step 3

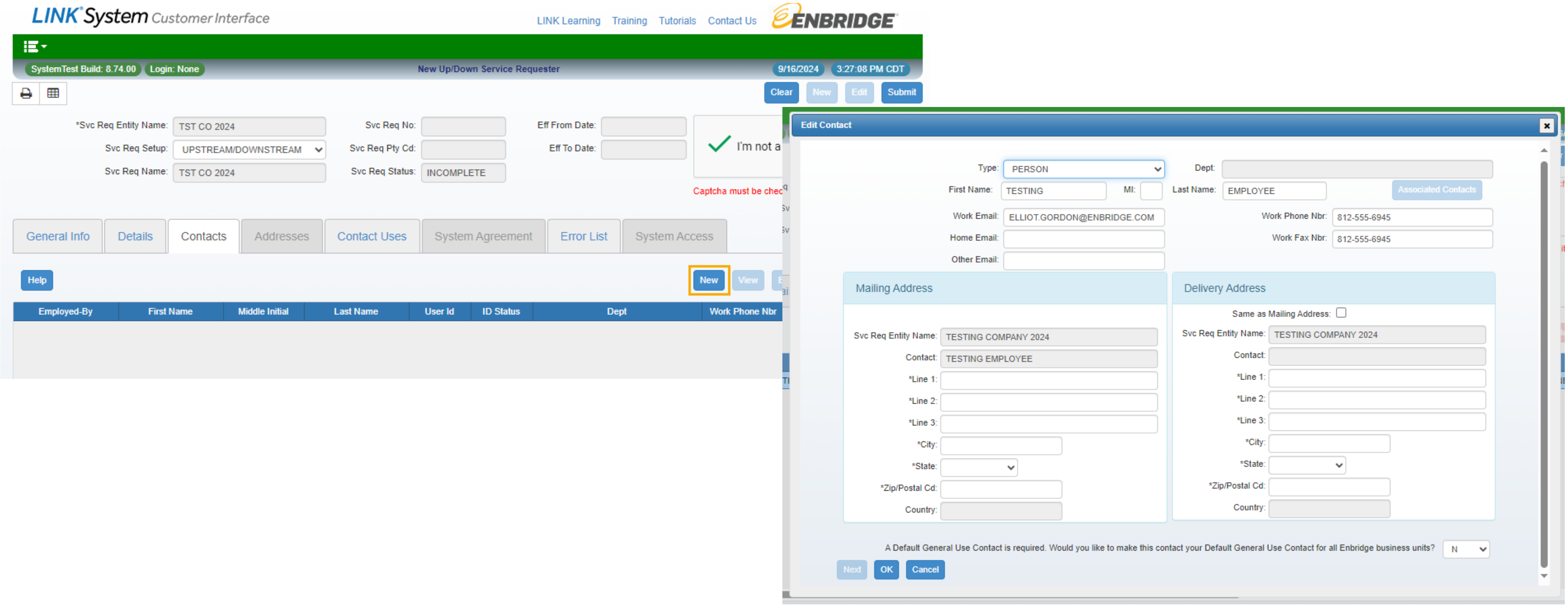
Enter the name of the entity that you wish to create, check the Captcha box, and hit the “New” button.



Create an Up/Down Entity

Step 4

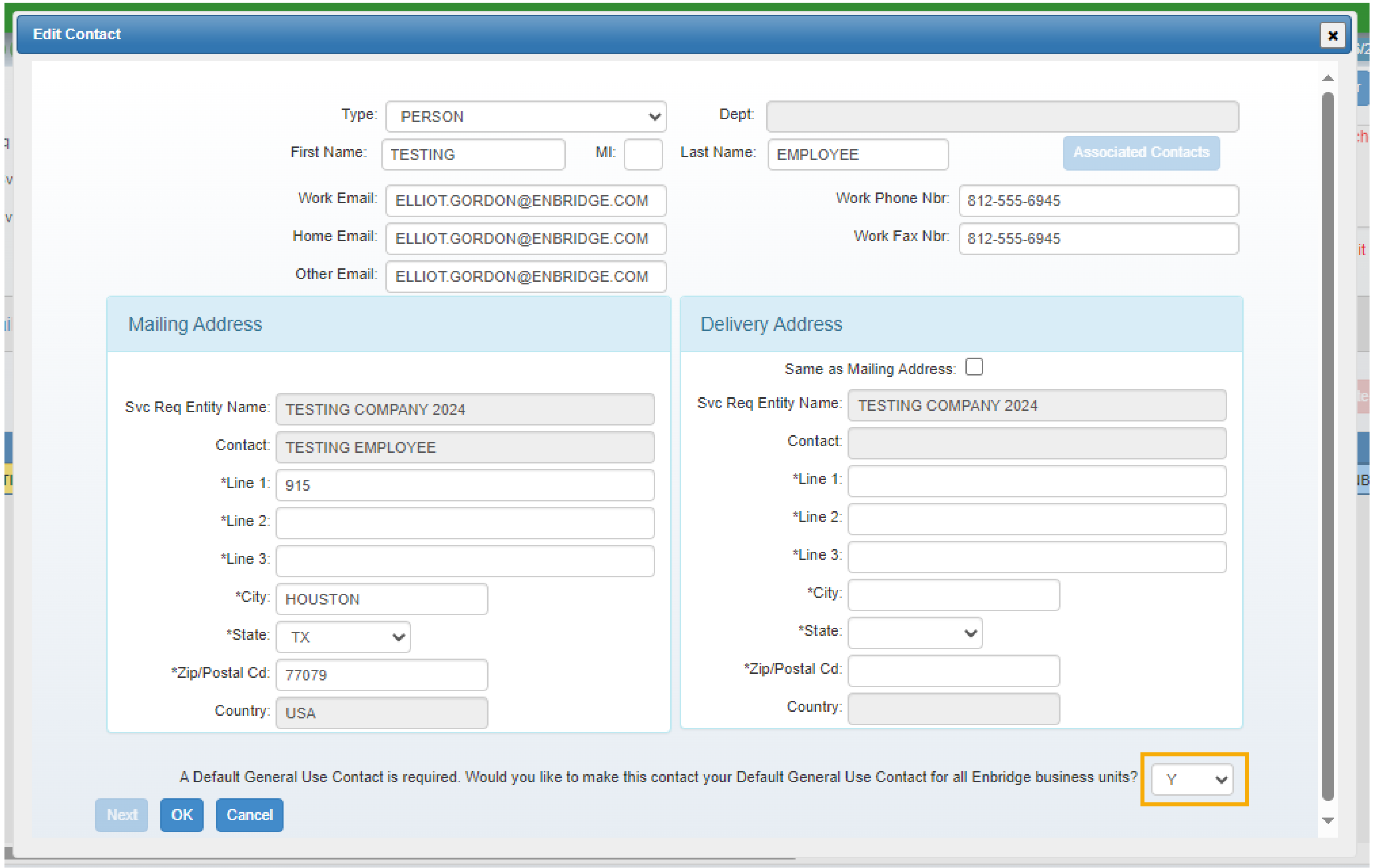
Create employee contacts under the “Contacts” tab. Hit the “New” button then enter requested information.



Create an All Business Purposes Entity

Notice

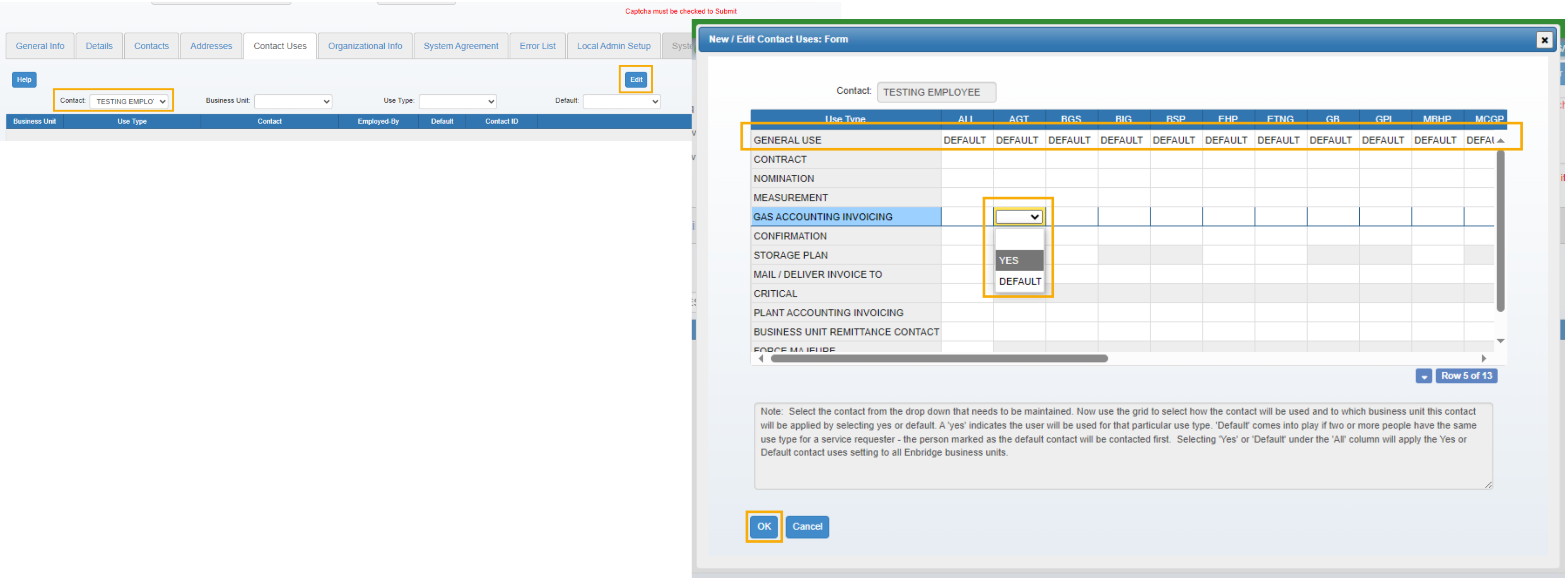
You will be required to set a default contact. This can be done while editing the contact. Flip the below toggle to ‘Y’.



Create an Up/Down Entity

Step 5

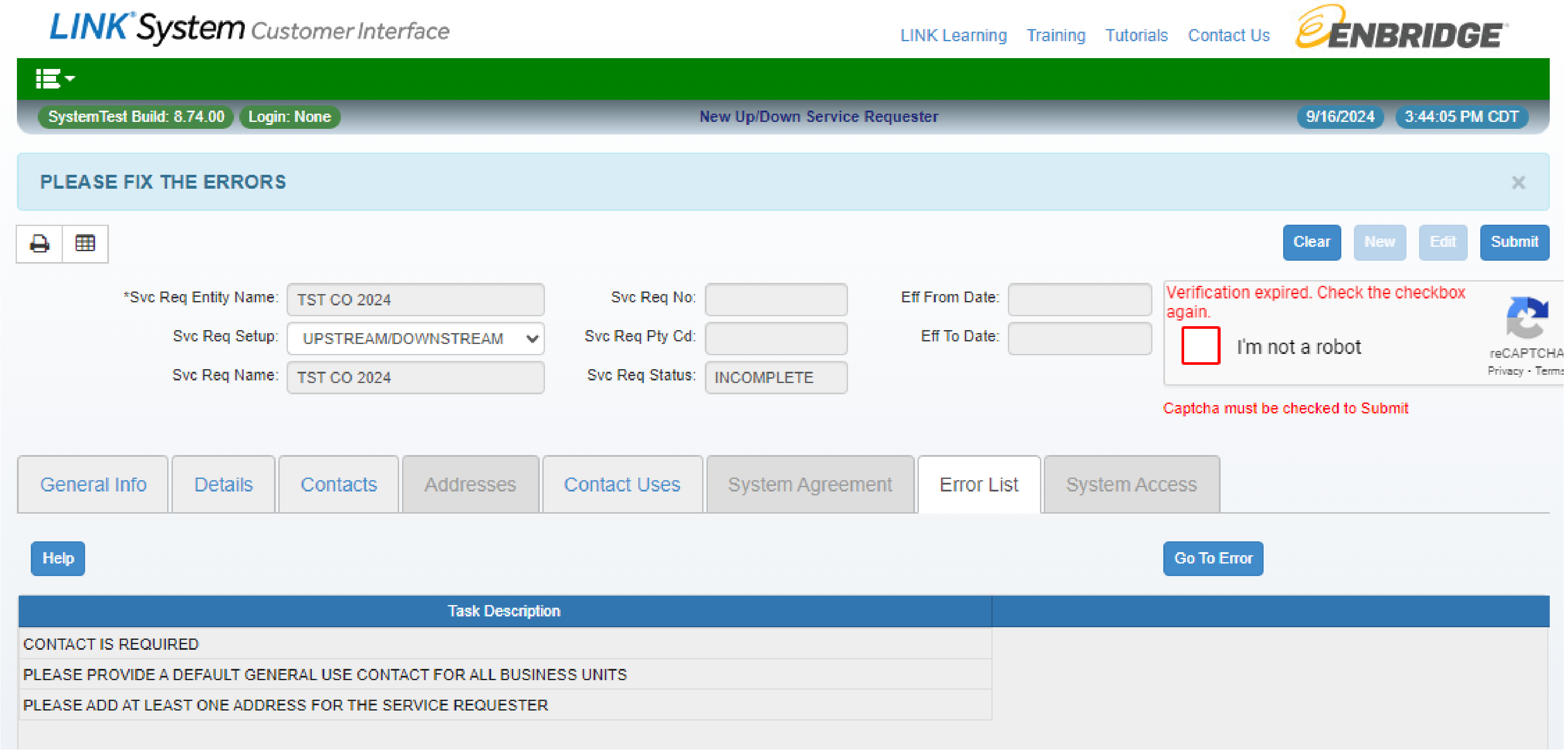
Under the “Contact Use” tab assign contact uses to appropriate contacts. An assigned contact will be sent relevant information based on the use type. Select the contact and hit “Edit”. To send all information to a single contact select “General Use”.



Create an All Business Purposes Entity

Step 6

Verify that all information is correct and hit “Submit”. Any errors will appear under the tab “Error List”.



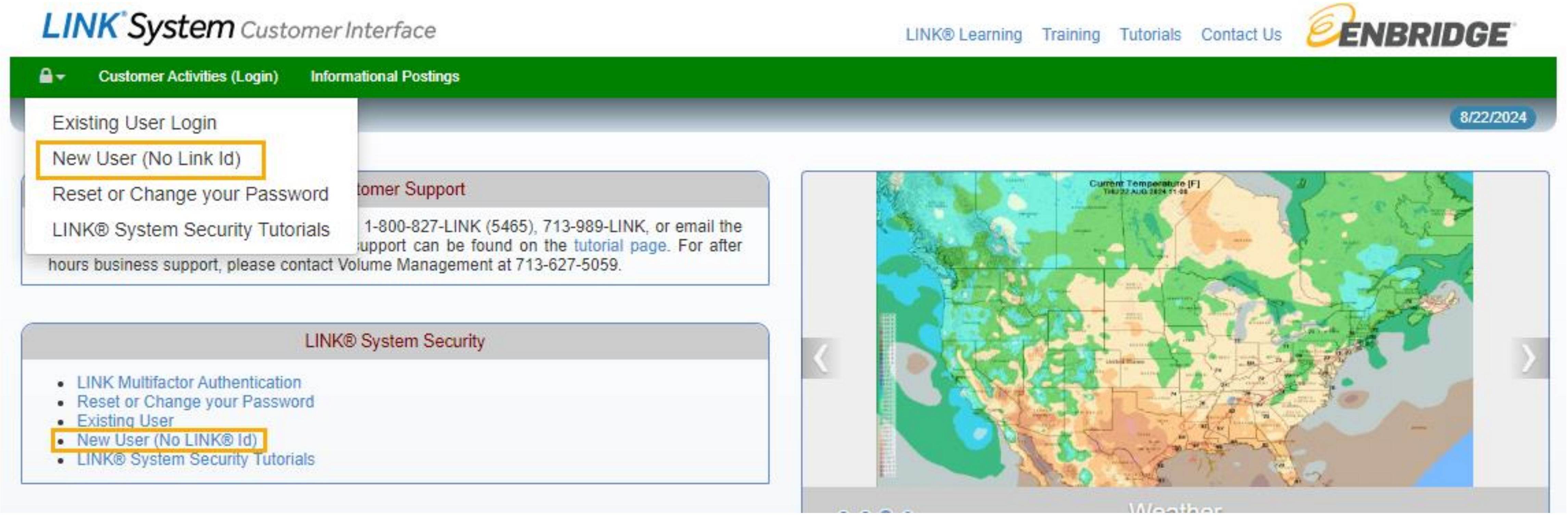
Upgrading to an All Business Purposes Entity

How to upgrade your entity from Up/Downstream to All Business Purposes

How to Upgrade an Entity

Step 1

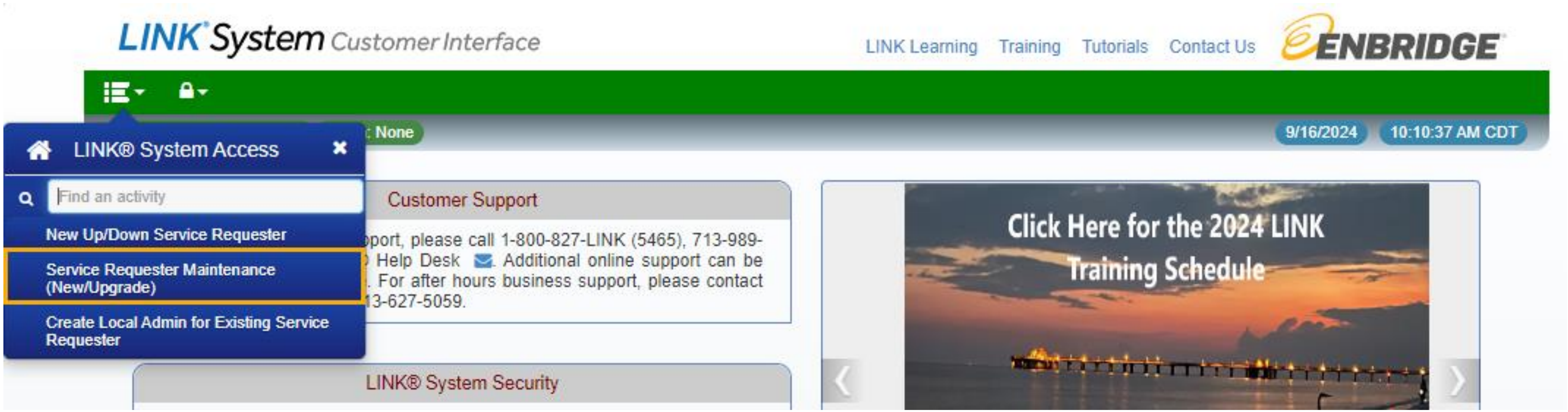
Visit https://link.enbridge.com and select “New User (No LINK ID)”



How to Upgrade an Entity

Step 2

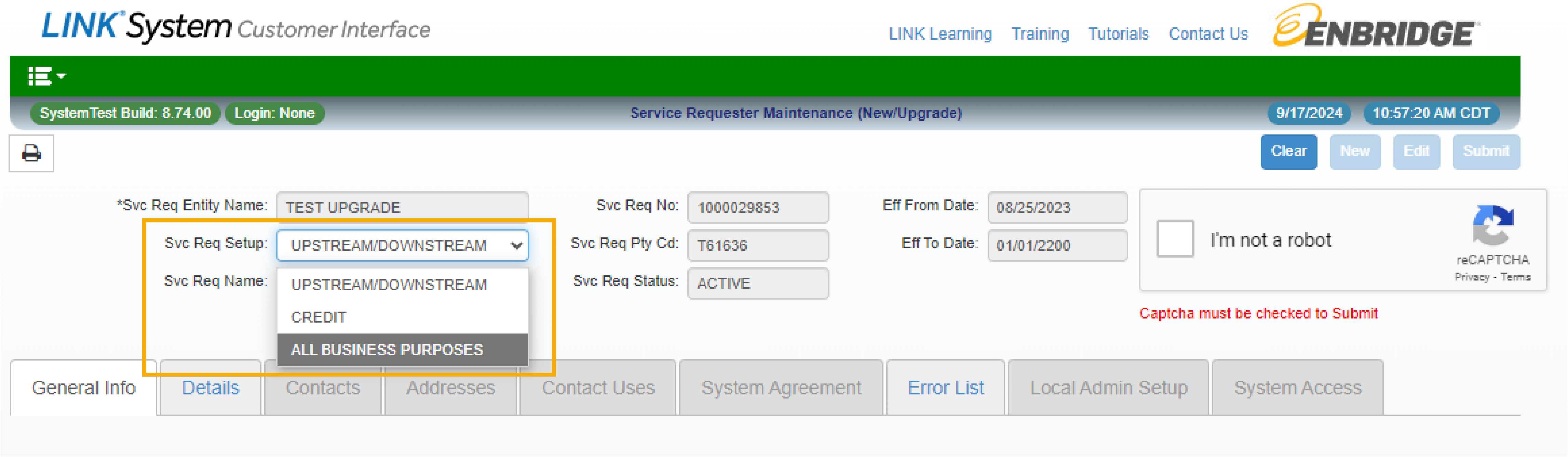
Select “Service Requester Maintenance (New/Upgrade)”



How to Upgrade an Entity

Step 3

Enter your company name. Then, flip the Svc Req Setup to “All Business Purposes”.



How to Upgrade an Entity

Step 4

Follow steps on slides 8 -18 on how to setup an All Business Purposes Entity.

Questions?

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