

# LINK<sup>®</sup> ID Creation/Edit

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Step-by-step instruction for user ID management (Applicable to Local Admin Only)

# Contents



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

## [Create New User](#)

- Creating an ID for new users

## [Edit Existing User](#)

- Assigning access roles
- Changing passwords
- Disabling/Re-enabling user IDs

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

# Create New User

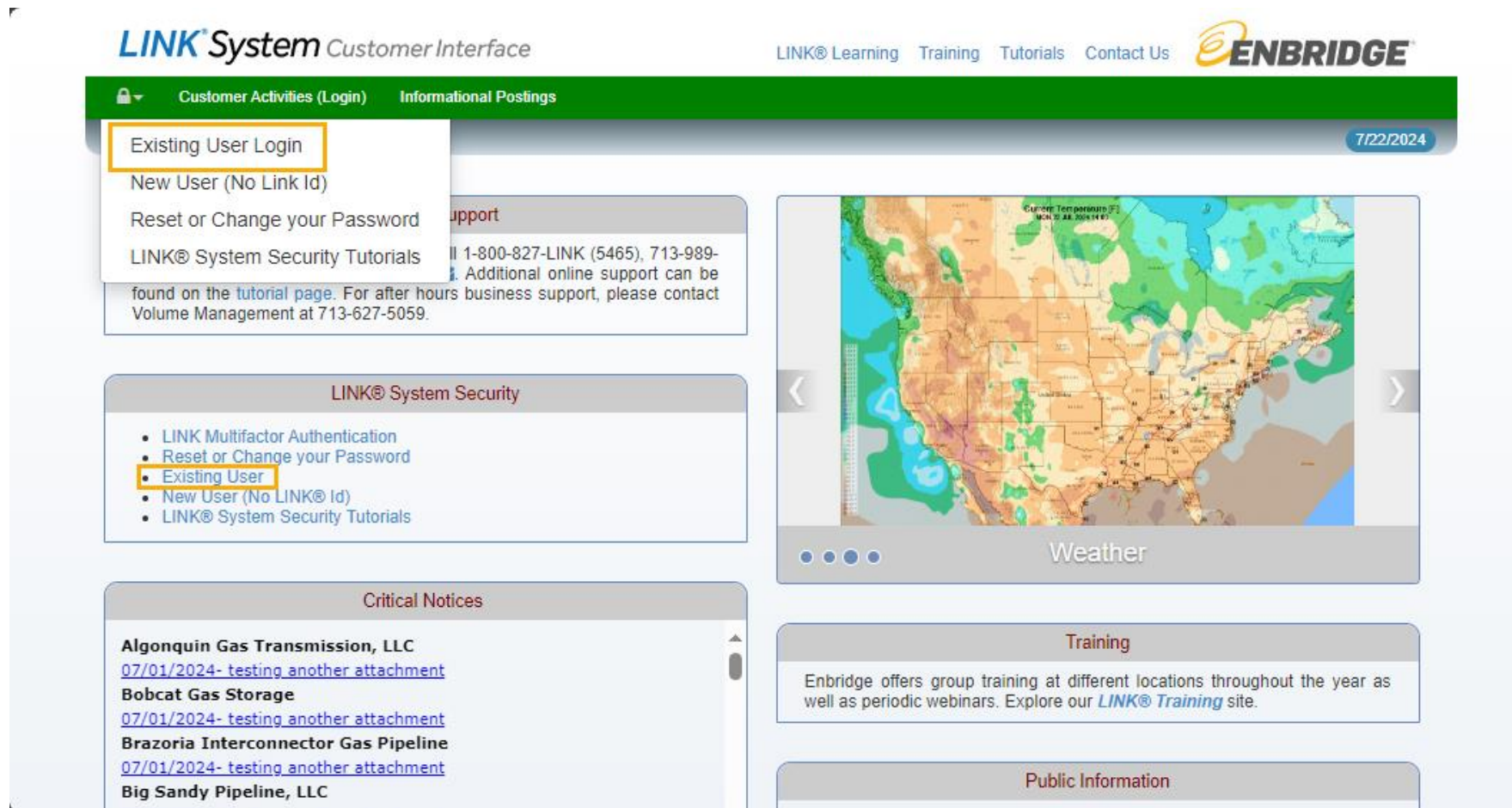
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How to create a new LINK® ID

# Create New User

## Step 1

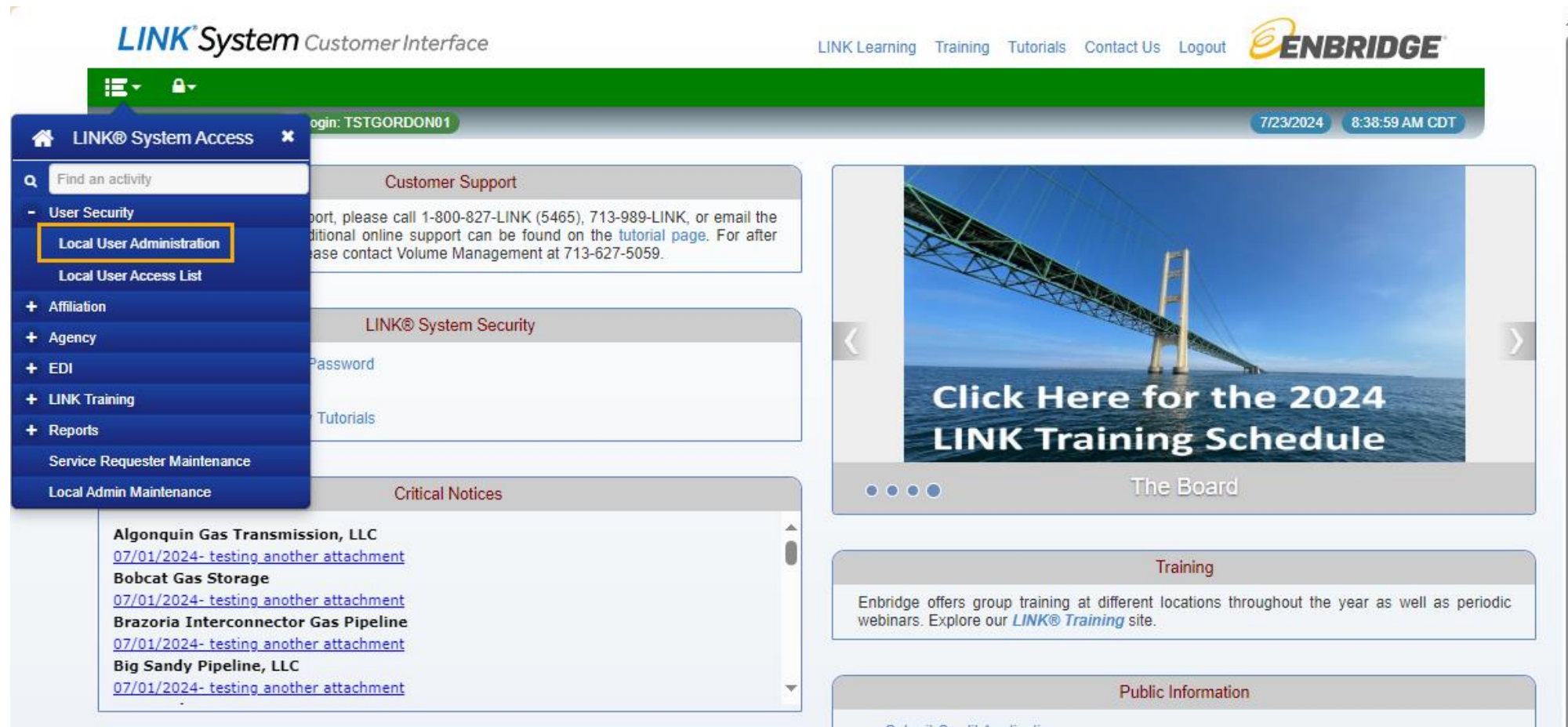
Visit <https://link.enbridge.com> and login via “Existing User Login”



# Create New User

## Step 2

Under the menu tree: User Security → **Local User Administration**



# Create New User

## Step 3

Hit the “New User” button

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

SystemTest Build: 8.72.01 | Login: TSTGORDON01 | User Security | Local User Administration | 7/23/2024 | 8:42:32 AM CDT

Retrieve | Clear | **New User** | Change Password | Submit

User Info:

\*Link Id: TSTGORDON01 | Employed By: OFRAC GAS COMPANY

First Name: JIM | M.I.: | Last Name: GORDON

Email Addr: ELLIOT.GORDON@ENBRIDGE.COI | Email Status: NEW

Phone #: 649-555-1265 | Fax #: 649-555-1265

User Status: ENABLED | Eff From: 06/09/2023 | Eff Thru: 01/01/2200

Security Access:

To grant access to the LINK System to the user specified above:

- Select the Service Provider and Company to grant access to.
- Select the security access this user will have by changing 'DENY' to 'ALLOW'

Service Provider: ALGONQUIN | Company: OFRAC GAS COMPANY | Deny | Inquire Only | Update and Inquire

	Role ID	Eff From Date	Eff To Date	Inquire Only	Update and Inquire	Role Description
<input type="checkbox"/>	Capacity Release	07/23/2024	01/01/2200	DENY	ALLOW	Assign the ability to create offers, bid on capacity and recall/reput capacity on behalf of the Principal
<input type="checkbox"/>	Contracts (Service Agreements)	07/23/2024	01/01/2200	DENY	ALLOW	Request, Amend, Approve and view contracts
<input type="checkbox"/>	Nominations	07/23/2024	01/01/2200	DENY	ALLOW	Submit or view nominations and retroactive adjustments
<input type="checkbox"/>	Meter Confirmations	07/23/2024	01/01/2200	DENY	ALLOW	Confirm meters, update PDAs, view allocations and imbalances, execute reports, submit retroactive adjustmer
<input type="checkbox"/>	OBA Imbalance Verifier	07/23/2024	01/01/2200		ALLOW	Submit reconciliation information associated with OBAs monthly
<input type="checkbox"/>	View Invoice	07/23/2024	01/01/2200	ALLOW		View invoice information
<input type="checkbox"/>	View Measured Volumes	07/23/2024	01/01/2200	ALLOW		View measurement information in LINK and the Measurement Reporting Center
<input type="checkbox"/>	Update For Order 698	07/23/2024	01/01/2200		ALLOW	Update Power Plant information resulting from Order 689

9 Rows

\*Actual access also depends on other security factors including agency agreements

# Create New User

## Step 4

Create the LINK® ID, Password, and provide contact information.

- Existing contacts can be filled into the form via the “Select Contact Button”

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### ADD USERS DIALOG

**Add User:** This will create a new User ID for the LINK(R) System. The following rules apply:

1. LINK Id 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 User id.
5. User will be required to change password at first login.
6. Employed By is this individual's employer. It cannot be changed once this screen is OK'ed.

Effective 01/17/2022, After creating the user id and communicating it to the owner, the owner will need to configure the id in Okta ( <https://linklogin.okta.com> ) for multifactor authentication. See procedures for Okta setup on the LINK Home page within the LINK® System Security box or within Tutorials under LINK® System Security

**LINK Id** TST

**First Name**

M.I.

**Last Name**

**Password**

**Retype Password**

Phone #

Fax #

Email Addr

Employed By Svc Req Name OFRAC GAS COMPANY

OK Cancel Select Contact

\*Actual access also depends on other security factors including agency agreements

# Before Logging Into the New LINK® ID



1. LSAs must provide access rights to the ID for any business units and agent companies at that employee will be working with
  - New users will not be able to perform any actions within the system until access is explicitly provided.
  - Please see the “Edit Existing User” Section of this tutorial for instruction on how to provide access rights to the new ID.
  
2. New users will need to setup their multi-factor authentication (MFA) prior to logging in
  - For instruction on how to setup MFA, please see the “Multifactor Authentication Setup” tutorial.



# Edit Existing User

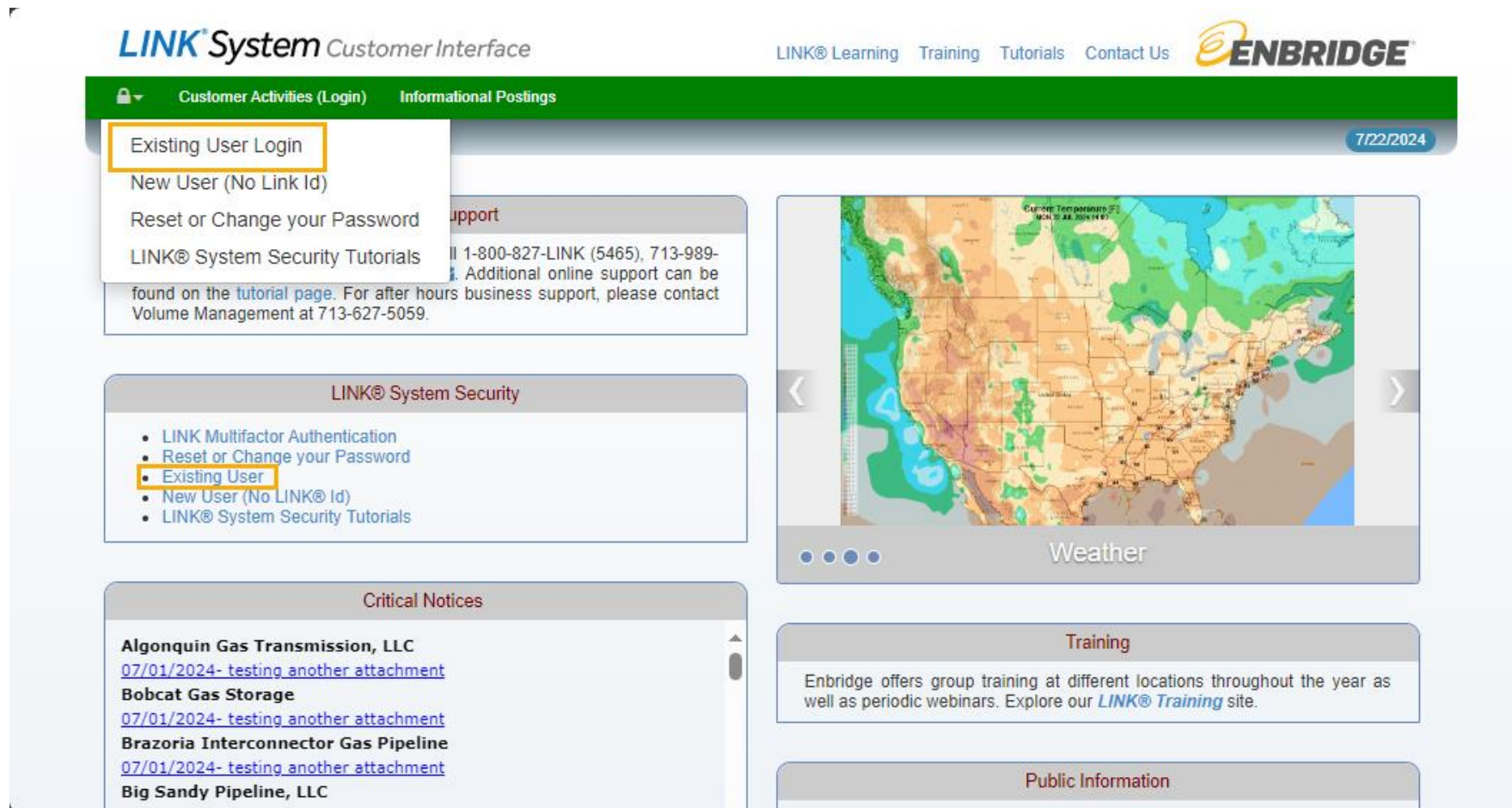
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How to edit an existing LINK® ID

# Edit Existing User

## Step 1

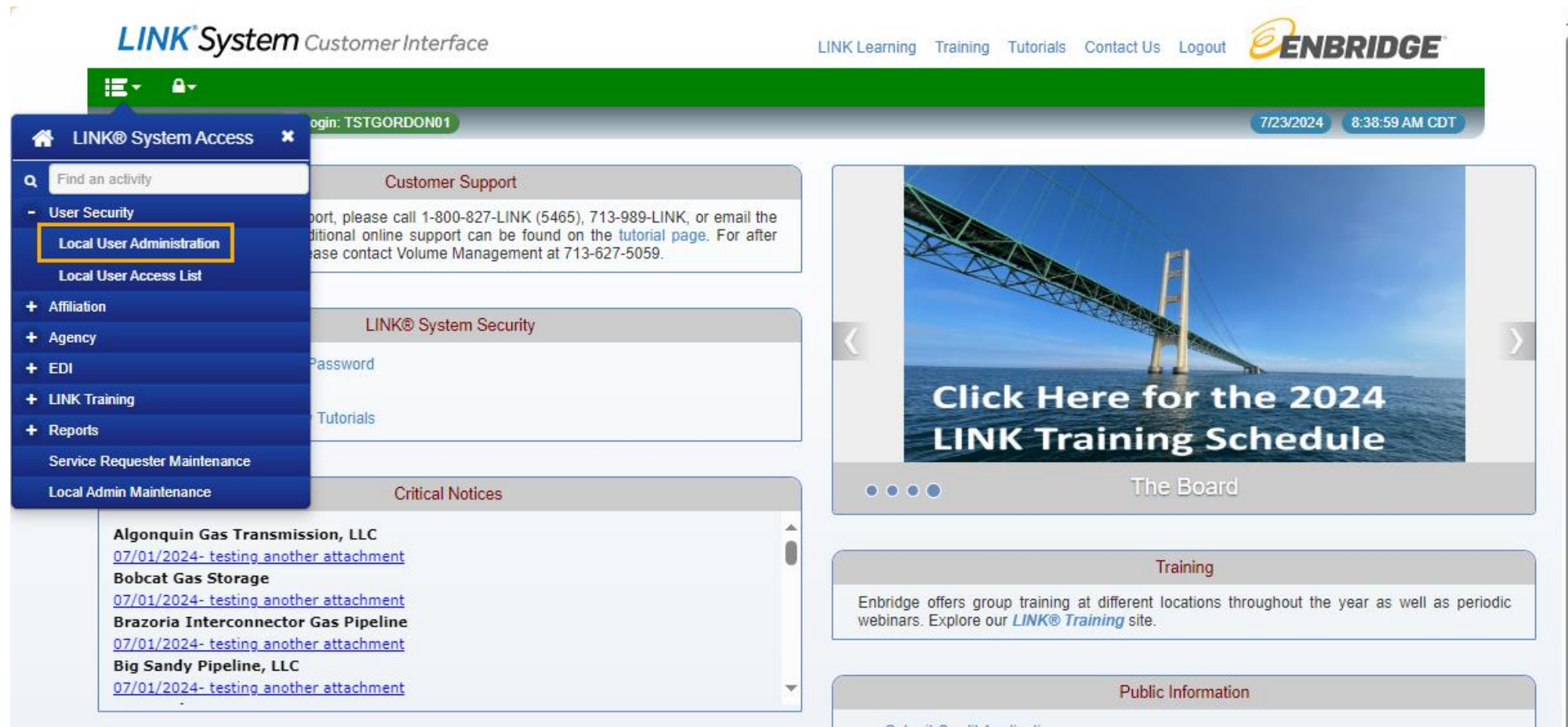
Visit <https://link.enbridge.com> and login via “Existing User Login”



# Edit Existing User

## Step 2

Under the menu tree: User Security → **Local User Administration**



# Edit Existing User

## Step 3

Input the LINK® ID and hit the “Retrieve” button

- Users can double click into the “LINK ID” text box to reveal a lookup tool

The screenshot displays the LINK System Customer Interface. The main window is titled "Local User Administration" and shows user details for THOMAS SHELBY. A "Retrieve" button is highlighted in orange. A "User Lookup" popup window is open, showing a search form with fields for User ID, First Name, Last Name, and Status. The "User ID" field contains "TSTTSHELBY". Below the search form is a table with one row of results:

User ID	First Name	Last Name	Status	Employed By
TSTTSHELBY	THOMAS	SHELBY	ENABLED	OFRAC GAS C

At the bottom of the popup, there are "Search", "Select", and "Cancel" buttons. The main window also shows a table of roles with columns for Role ID, Eff From Date, Eff To Date, Inquire Only, Update and Inquire, and Role Description. The "Retrieve" button is highlighted in orange.

User Lookup Tool

# Edit Access Rights

## Step 1

Select a service provider (business unit) in which you wish to give the user access

## Step 2

Select the company for which you wish to give the user access.

- If an agency or affiliation agreement is active, multiple company options will appear

## Step 3

Provide access rights to the ID for each business unit/company needed

- Three options are available for access:
  - Deny All – No access is given
  - Inquire Only – the user can view data and information, but not edit
  - Update and Inquire – the user can view and edit data and information
- Access rights can be date effective to automatically begin or cease access

## Step 4

Hit the “Submit” button to save and make any changes effective

# Edit Access Rights

**LINK System Customer Interface**

SystemTest Build: 8.72.01 Login: TSTGORDON01 User Security Local User Administration 7/23/2024 9:34:53 AM CDT

Retrieve Clear New User Change Password Submit

User Info: First Name THOMAS Email Addr ELLIOT.GORDON@ENBRIDGE.COM M.I. Email Status NEW Last Name SHELBY Phone # 123-456-7 Fax # 123-456-7

\*Link Id TSTTSHELBY Employed By OFRAC GAS COMPANY

Security Access:

To grant access to the LINK System to the user specified above:

- Select the Service Provider and Company to grant access to.
- Select the security access this user will have by changing 'DENY' to 'ALLOW'

Service Provider TEXAS EASTERN Company ANDY CO

	Inquire Only	Update and Inquire	
<input type="checkbox"/> Capacity Release	DENY	DENY	Assign the ability to create offers, bid on capacity and recall/reput capacity on behalf of the Principal
<input type="checkbox"/> Contracts (Service Agreements)	DENY	DENY	Request, Amend, Approve and view contracts
<input type="checkbox"/> Nominations	DENY	DENY	Submit or view nominations and retroactive adjustments
<input type="checkbox"/> Meter Confirmations	DENY	DENY	Confirm meters, update PDAs, view allocations and imbalances, execute reports, submit retroactive adjustments
<input type="checkbox"/> OBA Imbalance Verifier			Submit reconciliation information associated with OBAs monthly
<input type="checkbox"/> View Invoice	DENY		View invoice information
<input type="checkbox"/> View Measurements	DENY		View measurement information in LINK and the Measurement Reporting Center
<input type="checkbox"/> Update For Order 698		DENY	Update Power Plant information resulting from Order 689

\*Actual access also depends on other security factors including agency agreements

Step 1

**LINK System Customer Interface**

SystemTest Build: 8.72.01 Login: TSTGORDON01 User Security Local User Administration 7/23/2024 9:35:02 AM CDT

Retrieve Clear New User Change Password Submit

User Info: First Name THOMAS Email Addr ELLIOT.GORDON@ENBRIDGE.COM M.I. Email Status NEW Last Name SHELBY Phone # 123-456-7891 Fax # 123-456-7891

\*Link Id TSTTSHELBY Employed By OFRAC GAS COMPANY

Security Access:

To grant access to the LINK System to the user specified above:

- Select the Service Provider and Company to grant access to.
- Select the security access this user will have by changing 'DENY' to 'ALLOW'

Service Provider TEXAS EASTERN Company ANDY CO

Deny Inquire Only Update and Inquire

Role ID	Eff From Date	Eff To Date	Inquire	Update and Inquire	Role Description
<input type="checkbox"/> Capacity Release	07/23/2024	01/01/2200	DENY	DENY	Assign the ability to create offers, bid on capacity and recall/reput capacity on behalf of the Principal
<input type="checkbox"/> Contracts (Service Agreements)	07/23/2024	01/01/2200	DENY	DENY	Request, Amend, Approve and view contracts
<input type="checkbox"/> Nominations	07/23/2024	01/01/2200	DENY	DENY	Submit or view nominations and retroactive adjustments
<input type="checkbox"/> Meter Confirmations	07/23/2024	01/01/2200	DENY	DENY	Confirm meters, update PDAs, view allocations and imbalances, execute reports, submit retroactive adjustments
<input type="checkbox"/> OBA Imbalance Verifier	07/23/2024	01/01/2200		DENY	Submit reconciliation information associated with OBAs monthly
<input type="checkbox"/> View Invoice	07/23/2024	01/01/2200	DENY		View invoice information
<input type="checkbox"/> View Measurements	07/23/2024	01/01/2200	DENY		View measurement information in LINK and the Measurement Reporting Center
<input type="checkbox"/> Update For Order 698	07/23/2024	01/01/2200		DENY	Update Power Plant information resulting from Order 689

\*Actual access also depends on other security factors including agency agreements

Step 2

# Edit Access Rights



LINK System Customer Interface

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System Test Build: 8.72.01 Login: TSTGORDON01 User Security Local User Administration 7/23/2024 9:45:30 AM CDT

Retrieve Clear New User Change Password Submit

User Info: First Name THOMAS Email Addr ELLIOT.GORDON@ENBRIDGE.COI User Status ENABLED  
 \*Link Id TSTTSHELBY M.I. Email Status NEW Eff From 07/23/2024  
 Employed By OFRAC GAS COMPANY Last Name SHELBY Phone # 123-456-7891 Eff Thru 01/01/2200  
 Fax # 123-456-7891

Security Access:  
 To grant access to the LINK System to the user specified above:  
 1. Select the Service Provider and Company to grant access to.  
 2. Select the security access this user will have by changing 'DENY' to 'ALLOW'

Service Provider TEXAS EASTERN Company ANDY CO Deny Inquire Only Update and Inquire

<input type="checkbox"/>	Role ID	Eff From Date	Eff To Date	Inquire Only	Update and Inquire	Role Description
<input type="checkbox"/>	Capacity Release	07/23/2024	01/01/2200	ALLOW	DENY	Assign the ability to create offers, bid on capacity and recall/reput capacity on behalf of the Principal
<input type="checkbox"/>	Contracts (Service Agreements)	07/23/2024	01/01/2200	ALLOW	DENY	Request, Amend, Approve and view contracts
<input type="checkbox"/>	Nominations	07/23/2024	01/01/2200	DENY	ALLOW	Submit or view nominations and retroactive adjustments
<input type="checkbox"/>	Meter Confirmations	07/23/2024	01/01/2200	DENY	ALLOW	Confirm meters, update PDAs, view allocations and imbalances, execute reports, submit retroactive adjustments
<input type="checkbox"/>	OBA Imbalance Verifier	07/23/2024	01/01/2200		ALLOW	Submit reconciliation information associated with OBAs monthly
<input type="checkbox"/>	View Invoice	07/23/2024	01/01/2200	DENY		View invoice information
<input type="checkbox"/>	View Measured Volumes	07/23/2024	01/01/2200	DENY		View measurement information in LINK and the Measurement Reporting Center
<input type="checkbox"/>	Update For Order 698	07/23/2024	01/01/2200		DENY	Update Power Plant information resulting from Order 689
<input type="checkbox"/>	Third Party	07/23/2024	01/01/2200		DENY	Third Party Value Scheme PDA
<input type="checkbox"/>	View Gas Quality	07/23/2024	01/01/2200	DENY		View Gas Quality information

Row 1 of 10

\*Actual access also depends on other security factors including agency agreements

## Step 3

Access rights can be given via a drop down on each item

or

By selecting the row checkbox and using the buttons above the grid

LINK System Customer Interface

LINK Learning Training Tutorials Contact Us Logout ENBRIDGE

System Test Build: 8.72.01 Login: TSTGORDON01 User Security Local User Administration 7/23/2024 9:49:26 AM CDT

Retrieve Clear New User Change Password Submit

User Info: First Name THOMAS Email Addr ELLIOT.GORDON@ENBRIDGE.COI User Status ENABLED  
 \*Link Id TSTTSHELBY M.I. Email Status NEW Eff From 07/23/2024  
 Employed By OFRAC GAS COMPANY Last Name SHELBY Phone # 123-456-7891 Eff Thru 01/01/2200  
 Fax # 123-456-7891

Security Access:  
 To grant access to the LINK System to the user specified above:  
 1. Select the Service Provider and Company to grant access to.  
 2. Select the security access this user will have by changing 'DENY' to 'ALLOW'

Service Provider TEXAS EASTERN Company ANDY CO Deny Inquire Only Update and Inquire

<input type="checkbox"/>	Role ID	Eff From Date	Eff To Date	Inquire Only	Update and Inquire	Role Description
<input type="checkbox"/>	Capacity Release	07/23/2024	01/01/2200	ALLOW	DENY	Assign the ability to create offers, bid on capacity and recall/reput capacity on behalf of the Principal
<input type="checkbox"/>	Contracts (Service Agreements)	07/23/2024	01/01/2200	ALLOW	DENY	Request, Amend, Approve and view contracts
<input type="checkbox"/>	Nominations	07/23/2024	01/01/2200	DENY	ALLOW	Submit or view nominations and retroactive adjustments
<input type="checkbox"/>	Meter Confirmations	07/23/2024	01/01/2200	DENY	ALLOW	Confirm meters, update PDAs, view allocations and imbalances, execute reports, submit retroactive adjustments
<input type="checkbox"/>	OBA Imbalance Verifier	07/23/2024	01/01/2200		ALLOW	Submit reconciliation information associated with OBAs monthly
<input type="checkbox"/>	View Invoice	07/23/2024	01/01/2200	DENY		View invoice information
<input checked="" type="checkbox"/>	View Measured Volumes	07/23/2024	01/01/2200	DENY		View measurement information in LINK and the Measurement Reporting Center
<input type="checkbox"/>	Update For Order 698	07/23/2024	01/01/2200		DENY	Update Power Plant information resulting from Order 689
<input checked="" type="checkbox"/>	Third Party	07/23/2024	01/01/2200		DENY	Third Party Value Scheme PDA
<input type="checkbox"/>	View Gas Quality	07/23/2024	01/01/2200	DENY		View Gas Quality information

Row 9 of 10  
2 Selected

# Change Password

- To change the user's password, click the "Change Password" button
- Input the new password. The new password must abide by the rules listed below.

**LINK System Customer Interface**

SystemTest Build: 8.72.01 Login: TSTGORDON01 User Security Local User Administration 7/23/2024 9:24:45 AM CDT

Buttons: Retrieve, Clear, New User, **Change Password**, Submit

User Info:  
First Name: THOMAS, Email Addr: ELLIOT.GORDON@ENBRIDGE.COI, User Status: ENABLED  
\*Link Id: TSTTSHELBY, M.I., Email Status: NEW, Eff From: 07/23/2024  
Employed By: OFRAC GAS COMPANY, Last Name: SHELBY, Phone #: 123-456-7891, Eff Thru: 01/01/2200, Fax #: 123-456-7891

Security Access:  
To grant access to the LINK System to the user specified above:  
1. Select the Service Provider and Company to grant access to.  
2. Select the security access this user will have by changing 'DENY' to 'ALLOW'

Role ID	Eff From Date	Eff To Date	Inquire Only	Update and Inquire	Role Description
<input type="checkbox"/> Capacity Release	07/23/2024	01/01/2200	DENY	DENY	Assign the ability to create offers, bid on capacity and recall/reput capacity on
<input type="checkbox"/> Contracts (Service Agreements)	07/23/2024	01/01/2200	DENY	DENY	Request, Amend, Approve and view contracts
<input type="checkbox"/> Nominations	07/23/2024	01/01/2200	DENY	DENY	Submit or view nominations and retroactive adjustments
<input type="checkbox"/> Meter Confirmations	07/23/2024	01/01/2200	DENY	DENY	Confirm meters, update PDAs, view allocations and imbalances, execute rep
<input type="checkbox"/> OBA Imbalance Verifier	07/23/2024	01/01/2200		DENY	Submit reconciliation information associated with OBAs monthly
<input type="checkbox"/> View Invoice	07/23/2024	01/01/2200	DENY		View invoice information
<input type="checkbox"/> View Measured Volumes	07/23/2024	01/01/2200	DENY		View measurement information in LINK and the Measurement Reporting Cent
<input type="checkbox"/> Update For Order 698	07/23/2024	01/01/2200		DENY	Update Power Plant information resulting from Order 698

\*Actual access also depends on other security factors including agency agreements

**Reset Password**

User Info:  
User ID: TSTTSHELBY  
Password:   
Retype Password:

Security Access:  
To grant access:  
1. Select the Se  
2. Select the se

Service Provid

1. Passwords CAN NOT be reused; AND
2. Passwords are case sensitive; AND
3. Passwords must be at least 12 characters long; AND
4. Passwords cannot contain User Id; AND
5. Passwords must contain at least one character from three of the four groups below:
  - a) Uppercase letters
  - b) Lowercase Letters
  - c) Numeric digits
  - d) Special characters (e.g. !%~.,?\_&\*)

Buttons: OK, Cancel



# Disable or Re-enable a LINK® ID

Disable or re-enable an ID by using the “User Status” dropdown

- Enabled = the LINK® ID is active // Disabled = LINK® ID is inactive
- Effective from and through dates can be set to determine an automatic activation or de-activation of the ID

The screenshot displays the 'LINK System Customer Interface' for 'Local User Administration'. The user profile for THOMAS SHELBY is shown with fields for First Name, Last Name, Email Address, and Phone. The 'User Status' dropdown is highlighted in orange and set to 'ENABLED'. Below the profile, the 'Security Access' section includes instructions and a table of roles with checkboxes for selection. A second orange box highlights the 'User Status' dropdown in the security access section, which is currently set to 'DISABLED'.

**User Info:**

First Name: THOMAS, Last Name: SHELBY, Email Addr: ELLIOT.GORDON@ENBRIDGE.COI, Phone #: 123-456-7891

\*Link Id: TSTTSHELBY, Employed By: OFRAC GAS COMPANY

**Security Access:**

To grant access to the LINK System to the user specified above:

- Select the Service Provider and Company to grant access to.
- Select the security access this user will have by changing 'DENY' to 'ALLOW'

Role ID	Eff From Date	Eff To Date	Inquire Only	Update and Inquire	
<input type="checkbox"/> Capacity Release	07/23/2024	01/01/2200	DENY	DENY	Assign the
<input type="checkbox"/> Contracts (Service Agreements)	07/23/2024	01/01/2200	DENY	DENY	Request, A
<input type="checkbox"/> Nominations	07/23/2024	01/01/2200	DENY	DENY	Submit or
<input type="checkbox"/> Meter Confirmations	07/23/2024	01/01/2200	DENY	DENY	Confirm m
<input type="checkbox"/> OBA Imbalance Verifier	07/23/2024	01/01/2200		DENY	Submit rec
<input type="checkbox"/> View Invoice	07/23/2024	01/01/2200	DENY		View invo
<input type="checkbox"/> View Measured Volumes	07/23/2024	01/01/2200	DENY		View meas
<input type="checkbox"/> Update For Order 698	07/23/2024	01/01/2200		DENY	Update Po

\*Actual access also depends on other security factors including agency agreements

# 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

