



## CUSTOMER INTERFACE

### PIPELINE NEW COMPANY SETUP

#### INSTRUCTIONS

If your company is not set up to use the exclusive or secured section of the Web site ("Customer Interface"), or if you need to change your administrator / agent, please read the sections below and complete the appropriate forms.

#### ACCESS TO SECURED AREAS

An initial customer administrator ("Customer Administrator") must be designated for the Customer Interface by completing, signing and returning to Westcoast Energy Inc. doing business as Spectra Energy Transmission ("Westcoast"); a "*Customer Interface Administrator Setup*" form which is available in either of the Customer Activities Pipeline web pages under Login Information. Thereafter, the person designated as Customer Administrator may be changed by having an authorized officer of the Customer complete and sign a new "*Customer Interface Administrator Setup*" form and deliver it to Westcoast.

A Customer may choose to designate an agent ("Agent") for the Customer Interface by completing, signing and returning to Westcoast a "*Customer Interface Agent Setup*" form which is available in either of the Customer Activities Pipeline or web pages under Login Information. Thereafter, the Agent may be changed by having an authorized officer of the Customer complete and sign a new "*Customer Interface Agent Setup*" form and deliver it to Westcoast.

The Customer Administrator is responsible for, and has authority to initially appoint, add, delete, modify and administer all user IDs for a Customer's access to the secured areas of the Customer Interface and to modify information about the Customer on the Customer Interface.

The Customer Administrator may add or withdraw User access to the Customer Interface and determine or change a User's access level or password by means of the User Administration screens within the Customer Interface. Each request for a new User ID or change in a User's access level or password will be effective as soon as practical after receipt by Westcoast of the Customer Administrator's on-line request. However, a new Customer Administrator cannot be assigned by this on-line method.

Each User's access (Administrator or assigned users) will require an online acceptance of the Terms of Use upon login. This acceptance will take place:

- a. upon the User's initial use,
- b. annually, and
- c. when a change is made to the Terms of Use.

The Terms of Use is located at the bottom of each web page and can also be found at:  
[https://noms.wei-pipeline.com/Terms\\_of\\_Use.shtml](https://noms.wei-pipeline.com/Terms_of_Use.shtml).

For existing Users, a 30-day grace period will be granted to the acceptance of the Terms of Use where the User can decline acceptance and still conduct business on the Web Site on behalf of the Customer, as well as allow time for the User to review these Terms of Use. After this 30-day grace period the User will be denied access until the Terms of Use are accepted. The previous agreement of use will be in effect during the 30 day grace period or until the Terms of Use are accepted.

#### USE OF PASSWORD

You are responsible for all use of the Customer Interface by you, your agent, or any person using an activated identification and password issued pursuant to this Agreement, and you must ensure that all



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user identifications and passwords are kept confidential. No user may assign his or her identification or password to another user. Westcoast and all other users of the Customer Interface are entitled to rely on and use, and treat as authorized by you, all information delivered and data entered through the Customer Interface by you, your agent, or any person using an activated user identification and password issued pursuant to this Agreement.

### CONTRACTUAL OBLIGATIONS

You understand and agree that, if applicable:

- (a) each nomination and communication submitted by you through the Customer Interface, will bind you, in accordance with the terms of the service agreement tolls and tariffs between you and Westcoast;
- (b) you will bind yourself contractually to Westcoast, in accordance with the terms of the Tariff, when you submit a capacity bid through the Customer Interface;
- (c) any person to whom you give a user identification to access the Customer Interface, or any person that you have authorized to act as your agent on the Customer Interface, will have all necessary power and authority to use the Customer Interface and enter into obligations, agreements and contracts which will be binding on you;
- (d) you will ensure that any person to whom you give a user identification or have authorized to act as your agent on the Customer Interface has sufficient training to use the Customer Interface for conducting business operations; and
- (e) if you are a by-product marketer, you will be required to execute a confidentiality agreement before access will be granted to the Customer Interface. To obtain the confidentiality agreement, please contact Gas Scheduling.