

### Nominations

Gas Cycle Nominations Deadlines for Storage and Transportation:

Timely:	1:15pm CCT	ID1:	10:15am CCT	ID3:	7:15pm CCT
Evening:	6:15pm CCT	ID2:	2:45pm CCT		

View the 'Open Gas Cycles' table in the Nomination screen to find out if the Timely Cycle deadline is 'OPEN' or 'CLOSED'. If you need the deadline extended, call the Scheduling Hotline: **(403) 699-1600**.

To edit a SENT nom, use the DUPLICATE option, make your changes, SAVE (duplicate), and SEND. The previous nom will be 'replaced'.

To see 'REPLACED' noms, from the Nominations Search box (in the top left side of screen); select 'All Active and Replaced'.

SAVED nom means 'you' know about it / SENT nom means 'we' know about it. SENT noms cannot be deleted. The only option is to zero them out.

If Timely has completed for a gas day, a nomination for that gas day can only be submitted for that day (not multiple days).

### CI Passwords



**Locked yourself out?** You can wait 30 minutes and it will reset itself.

#### **Forgotten your password?**

Internal: Please contact the GMS Support Team. (Internal Cisco Telephone Service: 300-2515)  
Email: [CLGYGMS@enbridge.com](mailto:CLGYGMS@enbridge.com)

External: It can be reset by your Company Administrator.  
(If your Administrator is not available, you can call the Scheduling Hotline & we can reset it for you).

Remember: Passwords are case sensitive, they should be '**strong**' passwords and must have at least twelve characters & include: at least one alphabetical character, one numeric character and have one special character.

#### **To change a password:**

From the home page, [www.wei-pipeline.com](http://www.wei-pipeline.com), select:  
Administration & User Help → Administration → Change Password

### CI Administrators

**To inactivate a user:** From the home page, [www.wei-pipeline.com](http://www.wei-pipeline.com), select:  
Administration & User Help → User Administration → search for the person → click on person's name → select "Inactivate User" Button

### RPO Deadlines (CCT)

- PS Estimates - 3:00 pm CCT after end of Gas Day.
- PS Actuals - 9:00 am CCT on the 16<sup>th</sup> of each month.