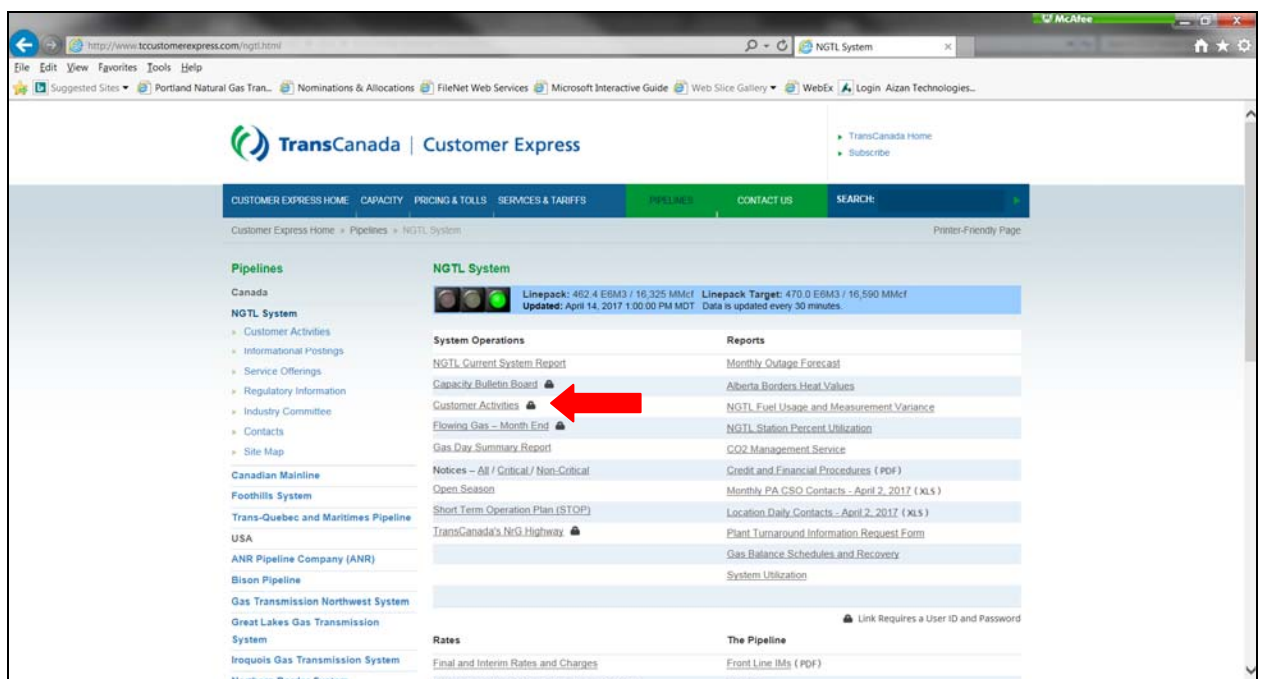


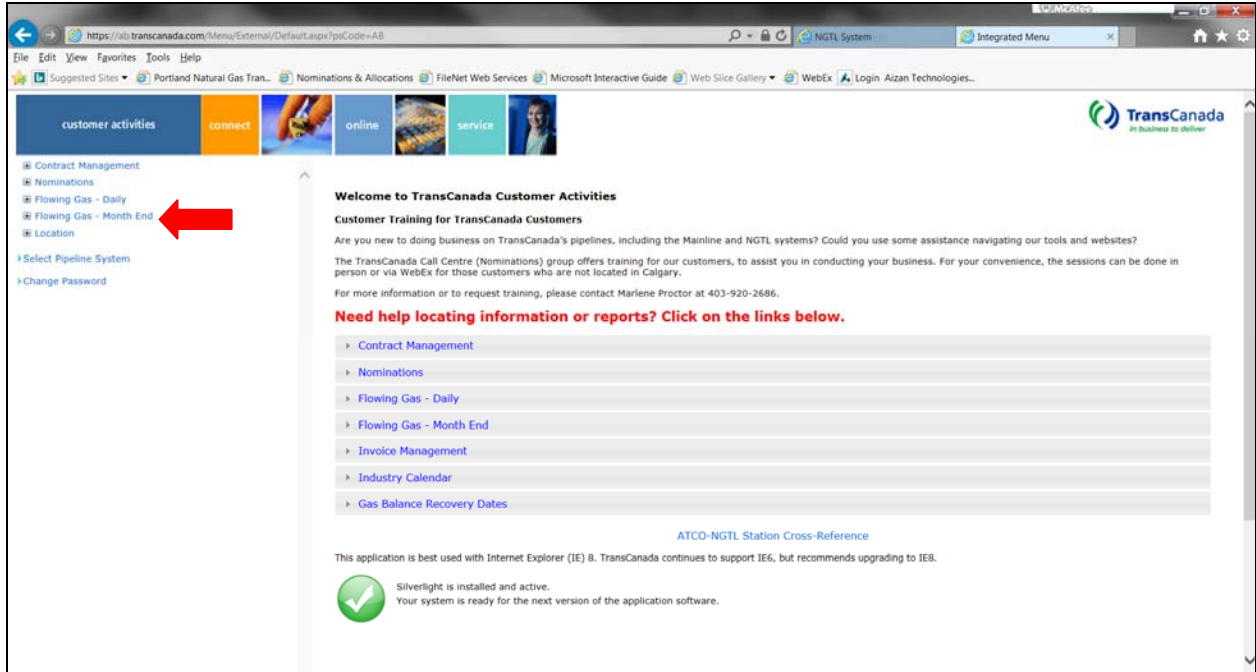
CO₂ Allocation Guide

LOG INTO CO₂ Allocation Application

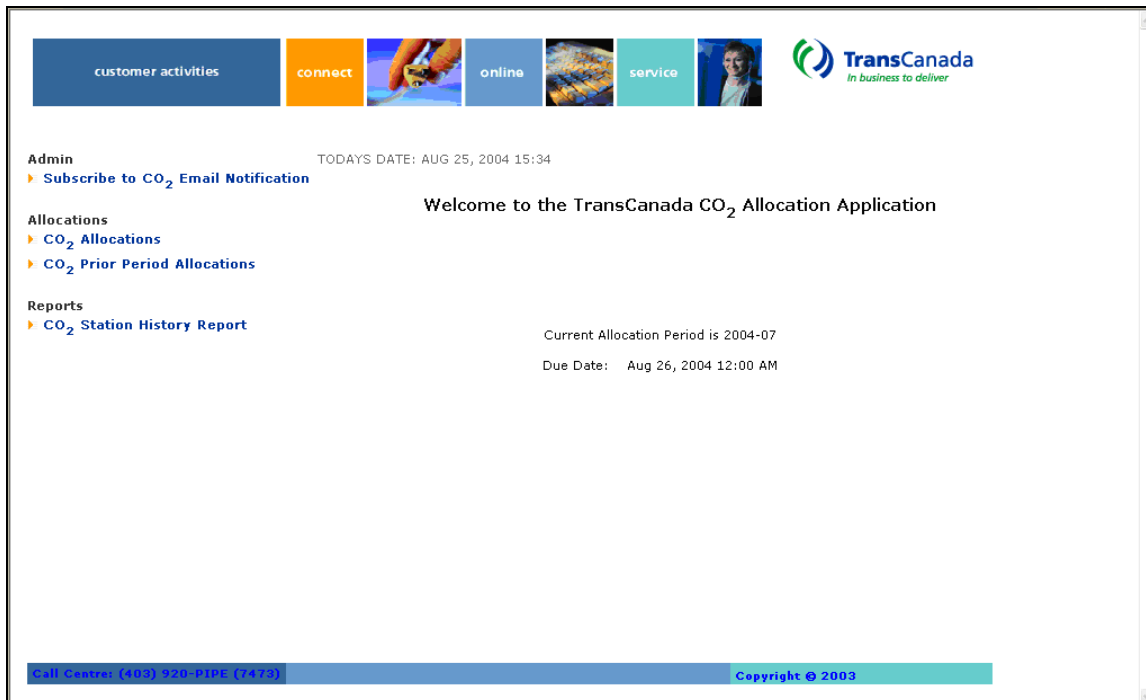
- Go to the TransCanada NGTL main page:
<http://www.tccustomerexpress.com/ngtl.html>
 - Bookmark this page for future reference.



- Below the NGTL System stop light and the header System Operations, select **Customer Activities**.
- You will be prompted to enter your User ID and Password.
 - If you do not have a User ID/PW, your company Administrator can set this up and provide access. You can call The Pipe Line number at 403.920.7473 (1.877.920.7473) if you do not know who your company Administrator might be.
- You will now be in the NGTL Customer Activities System



- Expand the Flowing Gas – Month End menu
- Select the link [CO₂ Allocations](#)
- You will be prompted for a 2nd login to access the CO₂ Allocation Application

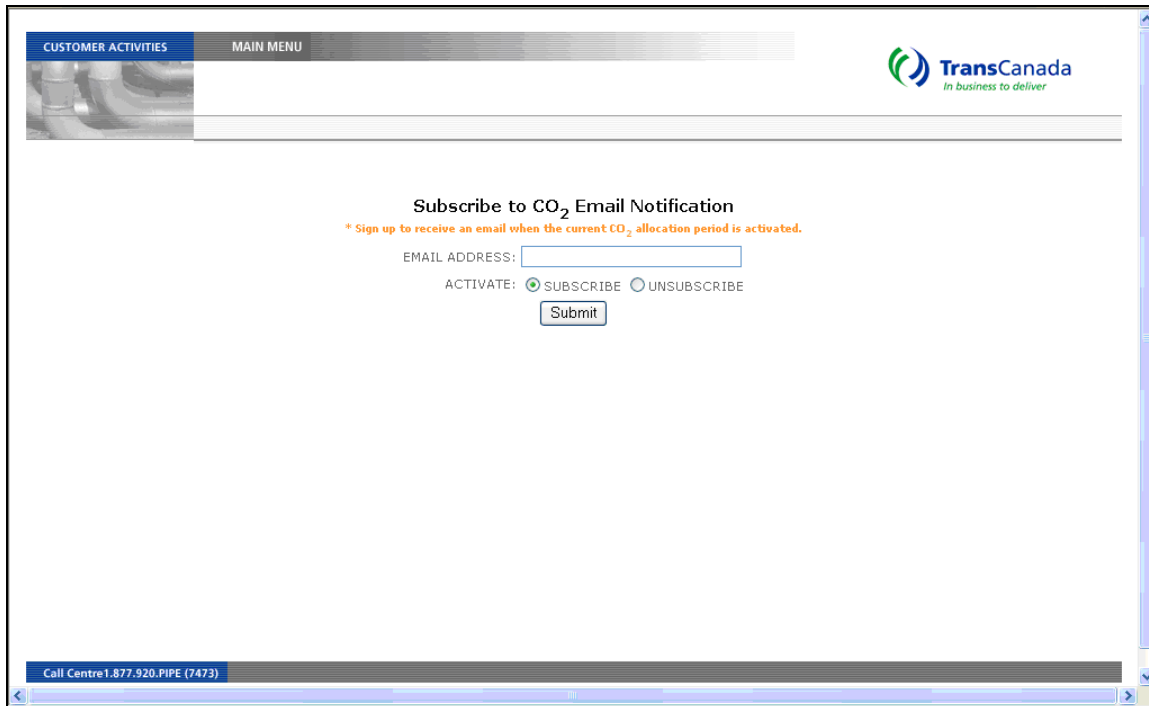


SUBSCRIBE TO E-MAIL NOTIFICATION

- To receive e-mail notification when the CO₂ entry period opens:
- Under the Admin Section
 - Select the link to [Subscribe to CO₂ Email Notification](#)
 - Enter your E-mail address
 - Select the Subscribe Button
 - Submit

NOTE:


To remove your subscription, follow the above steps, select the Unsubscribe Button (do not remove your email address) and Submit



The screenshot shows a web browser window with the TransCanada logo in the top right corner. The page title is "Subscribe to CO₂ Email Notification". Below the title, there is a note: "* Sign up to receive an email when the current CO₂ allocation period is activated." The form includes an "EMAIL ADDRESS:" label followed by a text input field. Below the input field, there is an "ACTIVATE:" label with two radio buttons: "SUBSCRIBE" (which is selected) and "UNSUBSCRIBE". A "Submit" button is located below the radio buttons. The browser's address bar at the bottom shows "Call Centre 1.877.920.PIPE (7473)".

ENTER YOUR CO₂ ALLOCATION FORM FOR THE PERIOD

- From the Main Menu, under the Allocations section
- For the Current Period Allocations
 - Select the link to [CO₂ Allocations](#)
 - Select the Station Number for the station you wish to Allocate CO₂
 - Enter the allocations in the CO₂ Allocation form
 - Submit the form
- Note that the Customers are listed in Customer Number order.

CUSTOMER ACTIVITIES
MAIN MENU


CO₂ Allocations

In Period Allocation

* Please inform TransCanada if your company's contact has changed.

TO: Test 1 CO2 Customer

ATTENTION: Mr. Sonny Day

PHONE: 403-920-2300

FAX: 403-920-2301

LAST MODIFIED BY: mickey_matricardi

LAST MODIFIED DATE: 25-Aug-2004 3:19 PM

GAS FLOW PERIOD: Jul-2004

DUE DATE: 26-Aug-2004 12:00 AM

STATION NAME: EQUITY

STATION NO: 1074

STATION MN: EQUITY

COMMENT: N/A


*** Station Actual CO₂ Volume > 2.0% that must be Allocated: 150.0**

Number	Mnemonic	Name	Allocated CO ₂ Volume
8119	DARR	TEST TWO CO2 CUSTOMER	<input type="text" value="0"/>
8120	TWO	TEST 1 CO2 CUSTOMER	<input type="text" value="0"/>
8121	ONE	ONE COMPANY	<input type="text" value="0"/>

FOR FURTHER INFORMATION CONTACT: Reesa Tibeau

PHONE: 403.920.6851

- Once you have submitted the Allocation, **do not** use the back button on the browser; select the link provided at the bottom of the page to return to the list.

CUSTOMER ACTIVITIES
MAIN MENU


CO₂ Allocations

In Period Allocation Form submitted!

STATION NUMBER: 1074

STATION NAME: EQUITY

GAS/ALLOCATION CYCLE: Jul 2004

INVOICE PERIOD: Aug 2004

<-- Back to In Period Station Selection

Call Centre 1.877.920.PIPE (7473)

Page 4 of 7

- Note that before you have entered your CO₂ Allocation, the status on the List is Unsubmitted and once you have submitted it, the status is Submitted. When there is not a CO₂ quantity associated with a station, the status is N/A.

VALIDATION ERRORS OCCUR:

- If the total of the allocations does not equal the total CO₂ Volume to be allocated.
- If another user submitted the Allocation form while you were looking at it – Cancel and open it again so that you can see the latest version.
- If a Customer is displayed on the Allocation form with a Blank Allocation quantity (see screen print below for example), the message indicates a need for either a zero or a quantity for the Customer.



• Customer #8121 has not been allocated. This customer could be new to this form since the latest update. Please allocate zero or a quantity.

CO₂ Allocations
In Period Allocation

* Please inform TransCanada if your company's contact has changed.

TO: Test 1 CO2 Customer LAST MODIFIED BY: mickey_matricardi
ATTENTION: Mr. Sonny Day LAST MODIFIED DATE: 25-Aug-2004 3:19 PM
PHONE: 403-920-2300
FAX: 403-920-2301

GAS FLOW PERIOD: Jul-2004
DUE DATE: 26-Aug-2004 12:00 AM

STATION NAME: EQUITY
STATION NO: 1074
STATION MN: EQUITY
COMMENT: N/A

* Station Actual CO₂ Volume > 2.0% that must be Allocated: 150.0

Number	Mnemonic	Name	Allocated CO ₂ Volume
8119	DARR	TEST TWO CO2 CUSTOMER	150
8120	TWO	TEST 1 CO2 CUSTOMER	0
8121	ONE	ONE COMPANY	

Submit Cancel

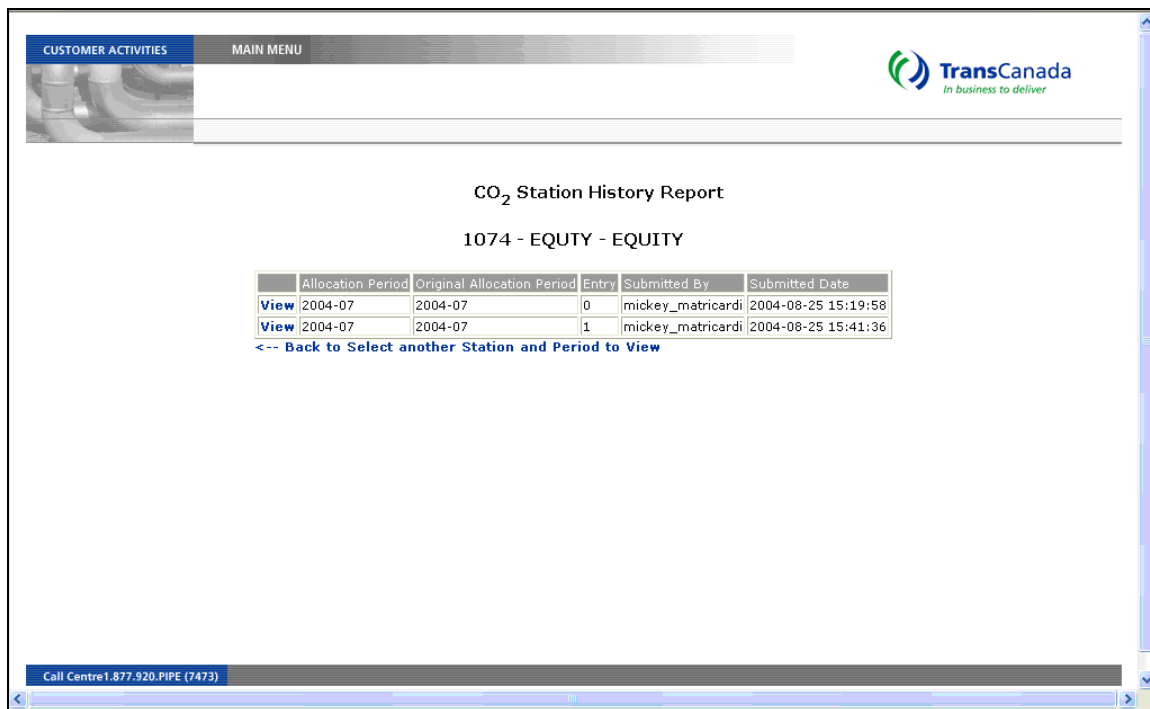
ENTER A PRIOR PERIOD ADJUSTMENT FOR A PREVIOUS PERIOD

- From the Main Menu, under the Allocations section
- For any Prior Period Adjustment
 - Select the link to [CO₂ Prior Period Allocations](#)
 - Select the Station Number and Period, for the station you wish to Allocate CO₂
 - Enter the changes in the CO₂ Allocations, Prior Period Adjustment form

- Submit the form
- Do not use the back button on the browser, select the link provided at the bottom of the page to return to the list.

VIEW YOUR ENTERED CO₂ ALLOCATION FORMS

- From the Main Menu, under the Reports section
- Select the **CO₂ Station History Report**
- Select the Station and Period you wish to view
- Select the View link on the CO₂ Allocation Form you wish to view
 - Each entry is captured in order of entry date



CO₂ Station History Report

1074 - EQUITY - EQUITY

	Allocation Period	Original Allocation Period	Entry	Submitted By	Submitted Date
View	2004-07	2004-07	0	mickey_matricardi	2004-08-25 15:19:58
View	2004-07	2004-07	1	mickey_matricardi	2004-08-25 15:41:36


[<-- Back to Select another Station and Period to View](#)

Call Centre 1.877.920.PIPE (7473)

- Do not use the back buttons, use the links provided at the bottom of the page to return to the previous page.
- Select Main Menu at the top of the page to return to the Main page selections

CUSTOMER ACTIVITIES

MAIN MENU



CO₂ Station History Detail Report

CO₂ Allocations In Period Allocation

TO: Test 1 CO2 Customer LAST MODIFIED BY: mickey_matricardi
 ATTENTION: Mr. Sonny Day LAST MODIFIED DATE: 25-Aug-2004 3:41 PM
 PHONE: 403-920-2300
 FAX: 403-920-2301

GAS FLOW PERIOD: Jul-2004
 DUE DATE: 26-Aug-2004 12:00 AM

STATION NAME: EQUITY
 STATION NO: 1074
 STATION MN: EQUITY
 COMMENT: N/A

* Station Actual CO₂ Volume > 2.0% that must be Allocated: 150.0

Number	Mnemonic	Name	Allocated CO ₂ Volume
8119	DARR	TEST TWO CO2 CUSTOMER	150.0
8120	TWO	TEST 1 CO2 CUSTOMER	0.0
8121	ONE	ONE COMPANY	0.0

FOR FURTHER INFORMATION CONTACT: Reesa Tibeau
 REPLY TO FAX: 403.920.2434
 PHONE: 403.920.6851

<-- Back to View another Allocation

CONTACTS

For further information on the CO₂ Allocation Application, please contact:

CO ₂ Allocation Application	Contracts
<p>Nominations & Allocations E-mail: nominations@transcanada.com Phone: 403.920-7473 or 1.877.920.7473</p>	<p>Brad Tanner, Measurement Integrity & Engineering E-mail: bradley_tanner@tcenergy.com Phone: 403.920.5366</p> <p>NGTL Contracting E-mail: ngtl_contracting@transcanada.com</p>

Website: transcanada.com

The Pipe Line: 403.920.PIPE (7473)