



# ID Request

Forms not printed on company letterhead will not be accepted.

<input type="checkbox"/> Issue Navigates™ ID <input type="checkbox"/> User Transferred to New Company <input type="checkbox"/> Change Security Levels  ID _____ Date _____	<b>Business Associate</b> (Company Name) _____  <table style="width:100%; border: none;"> <tr> <td style="border: none;"><b>Type of Customer</b></td> <td style="border: none;"><input type="checkbox"/> End User</td> <td style="border: none;"><input type="checkbox"/> Intrastate Pipeline</td> <td style="border: none;"><input type="checkbox"/> Upstream Holder</td> <td style="border: none;"><input type="checkbox"/> Producer</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;"><input type="checkbox"/> Interstate Pipeline</td> <td style="border: none;"><input type="checkbox"/> Local Distribution Company</td> <td style="border: none;"><input type="checkbox"/> Power Plant</td> <td style="border: none;"><input type="checkbox"/> Marketer</td> </tr> </table>	<b>Type of Customer</b>	<input type="checkbox"/> End User	<input type="checkbox"/> Intrastate Pipeline	<input type="checkbox"/> Upstream Holder	<input type="checkbox"/> Producer		<input type="checkbox"/> Interstate Pipeline	<input type="checkbox"/> Local Distribution Company	<input type="checkbox"/> Power Plant	<input type="checkbox"/> Marketer
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<b>User Signature:</b> _____ E-Mail: _____											
User Name: _____ Title: _____											
Address: _____ Phone: _____											
City: _____ Fax: _____											
State: _____ Zip: _____ System Wide Notices: <input type="checkbox"/> All (default) <input type="checkbox"/> Critical <input type="checkbox"/> None											
<b>SECURITY WILL BE GRANTED ONLY TO THE BUSINESS ASSETS / SECURITY ROLES CHECKED.</b> This ID Request supersedes all previously defined security roles for this user associated with the identified asset(s) / business associate.											
<b>BUSINESS ASSETS:</b> (Security will be applied to the selected business assets ONLY.) <input type="checkbox"/> CKT <input type="checkbox"/> CGT <input type="checkbox"/> HRD <input type="checkbox"/> MPC <input type="checkbox"/> TCO <input type="checkbox"/> XRD <b>or</b> <input type="checkbox"/> ALL											
<b>Check ALL security roles to be granted to user.</b> * <input checked="" type="checkbox"/> Role assigned to all users.											
<input type="checkbox"/> VIEW Capacity Release / External View Only (view only for Release/Auction - Offers/Bids/Awards)	OR <input type="checkbox"/> UPDATE Capacity Release / External Bid (Release/Auction Bids) <input type="checkbox"/> UPDATE Capacity Release / External Offer Update										
<input type="checkbox"/> VIEW Flow / Operations External View (NOM, CONF, PDA)	OR <input checked="" type="checkbox"/> UPDATE Flow / External Imbalances Post / View *										
<input type="checkbox"/> VIEW Physical Config / External Measurement View (Meters)	<input type="checkbox"/> UPDATE Flow / Operations External Update (NOM, CONF, PDA)										
<input checked="" type="checkbox"/> VIEW Physical Config / External Appalachian View *	<input type="checkbox"/> UPDATE Contracts / External Execute										
<input checked="" type="checkbox"/> VIEW Reporting / Execute Report *	<input type="checkbox"/> UPDATE Contracts / External Request										
<input type="checkbox"/> VIEW Settlement / External View Only (Invoicing)											
<b>ACKNOWLEDGEMENT OF COMPANY OFFICER</b>											
_____ Signature of Manager / Supervisor	_____ Print Name of Manager / Supervisor										
_____ Company Manager / Supervisor Title											
<b>OFFICE USE ONLY</b> Revised 12/03/09	<b>SECURITY</b> <input type="checkbox"/> Set Roles Team _____	<b>NAVIGATES™</b> <input type="checkbox"/> Add Contact <input type="checkbox"/> Assign ID <input type="checkbox"/> Assign BA/Asset	<b>TRACKING</b> <input type="checkbox"/> Email User	<b>INITIALS</b>	ID _____ BA _____	PW _____ Date _____					

**Navigates™**  
**ID Request Form Instructions**  
**Add ID, Company Change or Security Level Change**

Failure to follow these instructions will delay your request.

1. **Print this form on the assigned Company's letterhead.**
2. **Each Agent (NAV ID) Requires a separate ID Request**
3. Complete the form in its entirety.
  - **SECURITY WILL BE GRANTED ONLY TO THE BUSINESS ASSETS / SECURITY ROLES CHECKED.** Modification to security will require the submission of new ID Request.
  - **PREVIOUS BUSINESS ASSETS / SECURITY ROLES NOT CHECKED ON THIS FORM WILL BE ASSUMED WITHDRAWN.** Each form supersedes any previous forms.
4. User signature is required.
5. A signature of a Company Officer is required when setting up a new Navigates™ ID or revising security levels.
6. You may fax to 713.331.7420, and must **mail the original form** to the address below.

For regular delivery:  
NiSource Gas Transmission & Storage  
Attn. Customer Services – Contracts and Technical Support  
5151 San Felipe, Suite 2500  
Houston, TX 77056

For overnight delivery:  
NiSource Gas Transmission & Storage  
Attn. Customer Services – Contracts and Technical Support  
5151 San Felipe, Suite 2500  
Houston, TX 77056

Upon completion of the setup or security level revision, a confirmation email will be sent; the notice will contain your Navigates™ ID and relevant information. For security purposes, your password will arrive in a separate email. If you have any questions, please contact Navigates™ Technical Support at 800-628-4867.