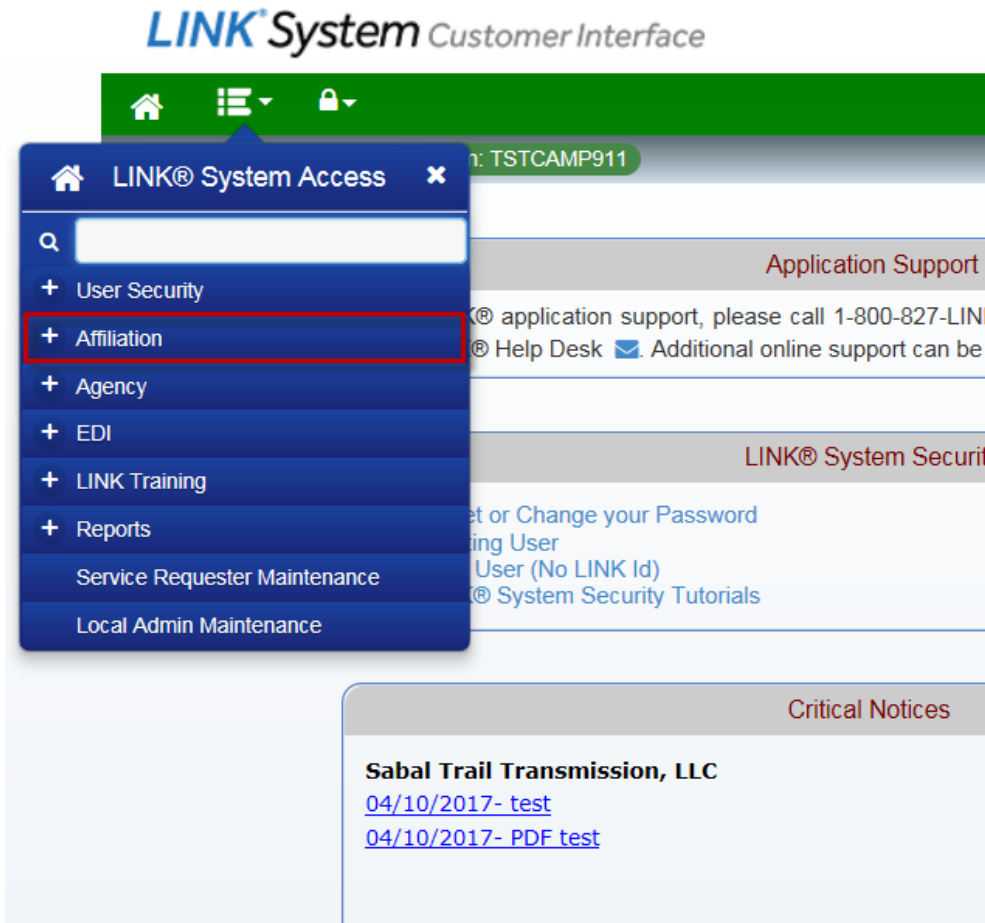


EXISTING USER – CREATE AFFILIATION



The Administrator can create an Affiliation between two or more entities in the LINK® system. First, choose Affiliation from the menu on the left side of the page, shown here in red.

The screenshot displays the LINK System Customer Interface. At the top, the title "LINK System Customer Interface" is on the left, and navigation links "Old Look", "LINK Learning", "Training", "Tutorials", "LINK® Helpdesk", and "Contact Us" are on the right. A green navigation bar contains a home icon and a menu icon. A dark blue sidebar menu is open, showing "LINK® System Access" at the top, followed by a search bar and several expandable categories: "User Security", "Affiliation", "Security Affiliation" (highlighted with a red box), "Proposed Security Affiliation", "Agency", "EDI", "LINK Training", "Reports", "Service Requester Maintenance", and "Local Admin Maintenance". The main content area is titled "Security Affiliation" and shows a message "NO SECURITY AFFILIATION EXISTS". Below this, there are two input fields: "Proposed Security Affiliation Name" with the value "CAMP ENERGY" and "Svc Req Entity Name" with the value "CAMP ENERGY LLC". At the bottom, there is a table with columns for "Svc Req Entity Name", "Approved By", "Approved Time", "Svc Req No", and "Shared LSAs". The "Shared LSAs" section is currently empty.

The Administrator can retrieve the entity’s current affiliations by clicking “Security Affiliation” from the Security menu on the left side of the page.

The screenshot displays the LINK System Customer Interface. At the top, the logo 'LINK System Customer Interface' is on the left, and navigation links 'Old Look', 'LINK Learning', 'Training', 'Tutorials', 'LINK® Helpdesk', and 'Contact Us' are on the right. Below the header is a green navigation bar with a home icon and a dropdown menu. A dark blue sidebar menu is open, listing various system access options. The 'Proposed Security Affiliation' option is highlighted with a red box. The main content area shows the 'Proposed Security Affiliation' page. It features a light blue header with the text 'AFFILIATION DEFINED'. Below this, there are two input fields: 'Name' with the value 'CAMP ENERGY' and 'Svc Req Entity Name' with the value 'CAMP ENERGY LLC'. To the right of these fields are three buttons: 'Clear', 'New Proposal' (highlighted with a red box), and 'Remove Proposal'. Below the form is a 'Sel All' button. At the bottom, there are two tables. The first table has columns: 'Svc Req Entity Name', 'Change', 'Status', 'Approved By', 'Approved Time', and 'Svc Req No'. The second table, titled 'Shared LSAs', has columns: 'Svc Req Name' and 'LSA'.

A new Affiliation can be proposed by choosing “Proposed Security Affiliation” from the Security menu. Click the “New Proposal” button to begin the process.

LINK System Customer Interface

Old Look LINK Learning Training Tutorials LINK® Helpdesk Contact U

SystemTest Build: 8.24.02 Login: TSTCAMP911 Proposed Security Affiliation

*Svc Req Name: CAMP ENERGY Svc Req Entity Name: CAMP ENERGY LLC Initiated Date: 07/2

*Svc Req Name	Svc Req Entity Name	Change	Status	Approved By	Approved Time	Svc Req No
CAMP ENERGY	CAMP ENERGY LLC	Current	Pending		0001-01-01-00	1000029558
DEF					0001-01-01-00	

DEFS ASSETS
DEF GAS CO

Two lines of data will appear in the data field. One with your entity and another line to insert the required information for the proposed Affiliation.

The proposed Affiliation Svc Req Name is selected by either the type ahead feature or the lookup.

The type ahead feature is activated by typing the first two letters of the keyword. This will prompt a dropdown within the field. Typing additional letters will narrow the search.

A look up is available for the Svc Req Abbr field as indicated by the asterisk (*) before the data field name.

The screenshot shows the 'Service Requester Lookup' dialog box in the LINK System Customer Interface. The dialog box has a title bar with a close button. Below the title bar are several icons: a funnel, a printer, a calendar, and a gear. There are three input fields for search criteria: 'Svc Req Name' (containing 'DEF GAS CO'), 'Svc Req Entity Name' (empty), and 'Svc Req No' (empty). Below these are two more input fields: 'Svc Req Pty Cd' (empty) and another empty field. A table with three columns is displayed: 'Svc Req Name', 'Svc Req Entity Name', and 'Svc Req No'. The table contains one row of data: 'DEF GAS CO', 'DEF GAS COMPANY', and 'T000000101'. At the bottom right of the table area, there is a dropdown menu showing 'Row 1 of 1'. At the bottom of the dialog box, there are three buttons: 'Search', 'Select' (highlighted with a red box), and 'Cancel'.

Svc Req Name	Svc Req Entity Name	Svc Req No
DEF GAS CO	DEF GAS COMPANY	T000000101

Double clicking in the data field will bring up the Lookup screen. The user can use any of the filters at the top of the page.

When the desired Service Requester is identified, click on the line of data for that entity. Next, click the “Select” button at the bottom of the lookup screen.

SystemTest Build: 8.24.02 Login: TSTCAMP911 Proposed Security Affiliation 7/20/2017 10:00:13 AM CDT

Clear New Proposal Remove Proposal Approve Proposal **Submit**

*Svc Req Name: CAMP ENERGY Svc Req Entity Name: CAMP ENERGY LLC Initiated Date: 07/20/2017

New Remove Sel All

Security Affiliation								Shared LSAs	
	*Svc Req Name	Svc Req Entity Name	Change	Status	Approved By	Approved Time	Svc Req No	Svc Req Name	LSA
<input type="checkbox"/>	CAMP ENERGY	CAMP ENERGY LLC	New	Pending		0001-01-01-00	1000029558	CAMP ENERGY	<input type="checkbox"/>
<input type="checkbox"/>	DEF GAS CO	DEF GAS COMPANY	New	Pending		0001-01-01-00	T000000101		

The data will appear with a Change type of “New” and status of “Pending”.

The LSA can choose to share Local Security Administrators by selecting the box by the Svc Req Abbr in the Shared LSA column on the right side of the data field.

The Administrator will click the “Submit” button in the top right corner of the page to submit the proposed affiliation.

Security Affiliation Disclaimer

Cancel

OK

For the purpose of accessing the LINK® system, a security affiliation means that two (or more) companies are closely related, and that employees and information are freely shared between these two companies without any regulatory or legal concerns.

To certify that a security affiliation is appropriate in your circumstances, and that you want other affiliates to manage your users (as specified in the "Shared LSA" grid), press the "OK" button below to continue.

If a security affiliation is not appropriate in your circumstances, then the other way for users of one company to access another company's data is by an agency relationship. Please contact an authorized representative of the company you are attempting to set up and ask them to go to the LINK® System Access Guide, request a new ID (if needed), and set up the company in question. Once established, you and the other company can then establish an agency relationship (again, using the LINK® System Access Guide).

Press the "CANCEL" button if you want to return to the prior screen without taking any action.

A Security Affiliation disclaimer screen will appear.

The LSA is required to read the statement and choose the "OK" button to complete the submitting process, or the "Cancel" button to return to the proposed Affiliation screen without taking any action.

SystemTest Build: 8.24.02 Login: TSTCAMP911 Proposed Security Affiliation

PROPOSED SECURITY AFFILIATION APPROVED

*Svc Req Name Svc Req Entity Name

Security Affiliation

<input type="checkbox"/>	*Svc Req Name	Svc Req Entity Name	Change	Status	Approved By	Approved Time	Svc Req No
<input type="checkbox"/>	CAMP ENERGY	CAMP ENERGY LLC	New	Approved	TSTCAMP911	2017-07-20-10	1000029558
<input type="checkbox"/>	DEF GAS CO	DEF GAS COMPANY	New	Pending		0001-01-01-00	T000000101

After the proposal is submitted the screen will appear as shown with the status changed to Approved.

Affiliation

The screenshot displays the 'Proposed Security Affiliation' screen in the LINK System Customer Interface. The top header shows the system name, build version (8.24.02), login (TSTDEFCLJ), and the current date and time (7/20/2017, 10:52:13 AM CDT). A navigation menu on the left lists various system functions, with 'Proposed Security Affiliation' highlighted. The main content area features a 'Remove' button, a 'Sel All' button, and a table of affiliations. The table has columns for *Svc Req Name, Svc Req Entity Name, Change, Status, Approved By, Approved Time, and Svc Req No. Two rows are visible: one for 'DEF GAS CO' with a status of 'Pending' and another for 'CAMP ENERGY' with a status of 'Approved'. A 'Shared LSAs' section on the right shows a table with columns for Svc Req Name and LSA, with 'CAMP ENERGY' listed.

*Svc Req Name	Svc Req Entity Name	Change	Status	Approved By	Approved Time	Svc Req No
DEF GAS CO	DEF GAS COMPANY	New	Pending		0001-01-01-00	T000000101
CAMP ENERGY	CAMP ENERGY LLC	New	Approved	TSTCAMP911	2017-07-20-10	1000029558

Svc Req Name	LSA
CAMP ENERGY	<input type="checkbox"/>

To complete the proposed affiliation, the Local Security Administrators of all other entities involved must go to the Proposed Security Affiliation screen and approve by selecting their entity, and clicking the “Approve Proposal” button at the top of the page.

Security Affiliation Disclaimer



For the purpose of accessing the LINK® system, a security affiliation means that two (or more) companies are closely related, and that employees and information are freely shared between these two companies without any regulatory or legal concerns.

To certify that a security affiliation is appropriate in your circumstances, and that you want other affiliates to manage your users (as specified in the "Shared LSA" grid), press the "OK" button below to continue.

If a security affiliation is not appropriate in your circumstances, then the other way for users of one company to access another company's data is by an agency relationship. Please contact an authorized representative of the company you are attempting to set up and ask them to go to the LINK® System Access Guide, request a new ID (if needed), and set up the company in question. Once established, you and the other company can then establish an agency relationship (again, using the LINK® System Access Guide).

Press the "CANCEL" button if you want to return to the prior screen without taking any action.

The Security Affiliation disclaimer screen will appear for the LSA. The LSA is required to read the statement and choose the "OK" button to complete the submitting process, or the "Cancel" button to return to the proposed affiliation screen without taking any action.

ATTENTION - Proposed Security Affiliation Final Approval

Cancel OK

ATTENTION

You have entered the final approval for the proposed security affiliation. It will become the active production security affiliation when you click OK. If this is not what you want, please click Cancel.

Once the submitting process is complete the Proposed Security Affiliation Final Approval screen will appear. The Administrator may elect to finalize by clicking the “OK” button.

SystemTest Build: 8.24.02 Login: TSTDEFCLJ Proposed Security Affiliation 7/20/2017

THE ATTEMPTED APPROVAL WAS CANCELED.

Clear New Proposal Remove Proposal Appro

*Svc Req Name DEF GAS CO Svc Req Entity Name DEF GAS COMPANY Initiated Date 07/20/2017

New Remove Sel All

Security Affiliation								Shared LSAs	
	*Svc Req Name	Svc Req Entity Name	Change	Status	Approved By	Approved Time	Svc Req No	Svc Req Name	LSA
<input type="checkbox"/>	DEF GAS CO	DEF GAS COMPANY	New	Pending		0001-01-01-00	T000000101	CAMP ENERGY	<input type="checkbox"/>
<input type="checkbox"/>	CAMP ENERGY	CAMP ENERGY LLC	New	Approved	TSTCAMP911	2017-07-20-10	1000029558		

Clicking the “Cancel” button will return to the Proposed Security Affiliation Screen without taking any action. A message will appear as shown.

The screenshot displays the LINK System Customer Interface. The top navigation bar includes links for Old Look, LINK Learning, Training, Tutorials, LINK® Helpdesk, and Contact Us. The main content area is titled "Security Affiliation" and features a search bar and a table of approved affiliations. The table has columns for Svc Req Entity Name, Approved By, Approved Time, and Svc Req No. The "Approved By" and "Approved Time" columns for the second row are highlighted with a red box. To the right of the table is a "Shared LSAs" section with a table containing Svc Req Name and LSA columns.

Svc Req Entity Name	Approved By	Approved Time	Svc Req No
GAS COMPANY	TSTDEFCLJ	2017-07-20-12.34.41.93600	T000000101
P ENERGY LLC	TSTCAMP911	2017-07-20-10.14.23.65200	T000029558

Svc Req Name	LSA
CAMP ENERGY	<input type="checkbox"/>

When all of the entities have approved the proposal, it can be viewed in the Security Affiliation screen. Select the screen from the security menu and the executed affiliation will appear as shown.