FEDERAL ENERGY REGULATORY COMMISSION

Secretary of the Commission



Instructions for Company Registration v. March 29 October 6, 2010 2011

Instructions for Company Registration

Summary

Order No. 714 mandated that regulated entities file their tariff filings electronically. Instructions on how to assemble and file electronic tariff filings are located on the Commission's web site, www.ferc.gov, titled Implementation Guide for Electronic Filing of Parts 35, 154, 284, 300, and 341 Tariff Filings (SOC Implementation Guide). One of the data elements required to enter the FERC's eTariff filing web page and required as part of the XML filing package is a "Company Identifier" [company_id]. This document provides instructions on how to obtain a Company Identifier.

The data provided by a regulated entity will satisfy the requirements of Order No. 714 to permit a registered company to gain access to the eTariff filing web site and complete the tariff filing package. In addition, the data that will be provided will be used by the Commission to notify the registered company that a tariff filing has been made in its name and for other purposes.

All the information required as part of the Company Registration will be considered public information, and will be made available to the public by the Commission in a variety of formats.

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Who Must Obtain a Company Identifier?

Every company that is required to submit tariffs, rate schedules, and service agreements together with supporting documentation to the Commission pursuant to Title 18 Code of Federal Regulations (18 CFR) Parts 35, 154, 284, 300, 341 or other Parts as required by FERC must obtain a Company Identifier.

When Should a Company Register?

A company must register prior to the date it must make its first electronic tariff filing pursuant to Parts 35, 154, 284, 300, 341 or other Parts as required by FERC.

How Long Will It Take to Obtain a Company Identifier?

Requests for Company Identifiers are processed by FERC staff. Expect a two (2) business day delay from the time a request is made and receiving a Company Identifier. If numerous requests for Company Identifiers and/or modifications thereof are simultaneously made, there may be a further delay. Incomplete or questionable data entries may result in a delay in issuing a Company Identifier, or can result in rejections of such requests.

Does Company Registration Mean A Company Is A Regulated Entity?

No. Company Registration and acquiring a Company Identifier permits a company to make electronic tariff filings with the Commission. In other words, Company Registration is a precondition for making an eTariff filing with the Commission. Various statutory, regulatory, and Commission findings determine whether a company is a regulated entity.

Is the Company Identifier Available to the Public?

Yes.

Must A Company Obtain And Use A Company Identifier To Make NoneTariff Filings With The Commission?

No. Company Registration and Company Identifiers are only required for making eTariff filings.

Is my Company registered?

The Commission posts the list of registered regulated entities on its web site, www.ferc.gov, for each Industry under the Regulated Entities link. These lists may not be current. If the company name cannot be found on the lists, please send an inquiry to ferconlinesupport@ferc.gov. The inquiry should include the name of the company at issue and what regulatory program it should be part of.

<u>Do not re-register a Company that is already registered in a given program.</u>
<u>Multiple registrations may cause significant administrative, tariff and compliance issues for the regulated entity.</u>

Required Information

The following information is required to complete Company Registration. This information should be assembled prior to entering the Commission's Company Registration web page to reduce the chances of timing out. The information set associated with the Company Identifier is referred to as the Company Profile.

Company Name

The Company Name should be that of the company or regulated entity that will be or is subject to FERC's jurisdiction pursuant to the statutory and regulatory requirements of the program it is registering. For example, XYZ Company is a NGA natural gas pipeline company that wishes to register under the Commission's NGA program, but is also a subsidiary of ABC Holding Company. The Company Name should be XYZ Company, as that is the FERC regulated entity under the NGA program. MNO Public Utility, LP has two operating divisions, MNO Public Utility (New Mexico), division of MNO Public Utility, LP, and Acquired Division, division of MNO Public Utility, LP. The regulated entity is MNO Public Utility, LP, not the individual operating divisions.

The Company Name should be exactly as shown on its articles of incorporation. No "doing business as", dba, d/b/a or other pseudonym Company Names are permitted. Do not use abbreviations that are not part of the name shown on the articles of incorporation (e.g.: "PGT" when the full name may be "Pacific Gas Transmission Corporation").

In the Commission's experience, the most common electronic filing mistake is misspelling the company name. The Company Name should be properly spelled. Check whether the proper company name includes a contraction or not (e.g.: Incorporated or Inc.). Do not forget comas or periods where appropriate (e.g.: LLC or L.L.C.).

The form provides space for 250 characters for a Company Name. Some FERC applications that utilize this data, for technical reasons, will truncate the Company Name from right to left.

Company Name Changes

Changing a registered Company Name is permitted through the FERC Company Registration web site. HOWEVER, extreme caution should be used before proceeding with a name change. There are numerous additional regulatory requirements and business practices associated with changing the name of a FERC regulated entity. FERC regulatory affairs legal advice should be obtained

and, if deemed necessary, consultation with appropriate FERC staff, before using this option. Inappropriate name changes can have unpredictable regulatory and legal consequences.

Company Address

The Company Address should be the regulated entity's main place of business' street address.

Official Company Email Address

The official company email address should be carefully chosen. This email address will be used by the Commission to inform the company of eTariff filings made using the Company Identifier.

If the company separately registers the company email with <u>eRegistration</u>, the Company Registration company email will populate the Commission's service list for those tariff filings that require such lists.

Official Company Website

Provide the official regulated entity's website's url address. If the company has several, the url that is provided should be a site that clearly leads to regulated entity's informational postings similar to that required by North American Energy Standards Board's (NAESB) Standard 4.3.23.

Companies who are not yet regulated entities should enter a url address that can be used to cross-check the accuracy of the other required company registration data. Once the company becomes a regulated entity, it should or must (depending on the requirements of the regulatory program) update the url address.

Effective Date

The date the company proposes the provided information should be reflected in the Commission's records.

Companies registering for the first time: New company registrations will default to the date the data is entered. This will permit the company to make an eTariff

¹ NASEB Standard 4.3.23 provides the minimum informational categories for web-based informational postings.

filing with the Commission as soon as the company receives its Company Identifier. Companies can propose a prospective date, but should be aware that they will not be able to use the Company Identifier to make an eTariff filing until that date.

Updating the Company Profile: Choose the date the updated information should be reflected in the Commission's records. Updated Company Profiles become effective the later of the proposed effective date or the date the proposed change to the Company Profile is approved.

Programs

"Programs" is the term used in Order No. 714 to refer collectively to the Commission's different statutory mandates and regulatory schemes. In broad terms, currently there are five (5) statutory programs:

- > Public Utilities under the Federal Power Act:
- Power Administrations under the Flood Control Act, the Bonneville Power Act, the Northwest Power Planning Act, and other relevant statutes;
- ➤ Natural Gas Companies under the Natural Gas Act;
- ➤ Intrastate Pipelines under the Natural Gas Policy Act of 1978 and Hinshaw pipelines under the Natural Gas Act; and
- ➤ Oil Pipelines under the Interstate Commerce Act.

Every company seeking a Company Identifier must select one regulatory program. Thereafter, all filings made by that company under the provided Company Identifier will be processed by the Commission consistent with the statutory, regulatory and business rule requirements of that program. For example, if a regulated entity is registered as a public utility under the Federal Power Act, and it attempted to make a Natural Gas Act tariff filing, that tariff filing would be rejected by the Secretary of the Commission as the regulated entity is not a natural gas company.

Public Utilities under the Federal Power Act

Public utilities are provided two sub-program options:

- Public utilities with cost based rates: Any public utility with a cost based rate, including public utilities with both cost based and market based rates. ISOs and RTOs should select this option.
- Public utilities with ONLY market based rates.

If a public utility with only market based rates wishes to propose or is required to offer cost based rates, they must modify their company registration information to

reflect the change. Such modification of company registration information will not result in a new Company Identifier.

Hinshaw Pipelines

Natural Gas Companies who are subject to section 1(c) of the NGA (Hinshaw pipelines) are subject to the same Commission business processing rules as are applicable to intrastate pipelines under the NGPA. Hinshaw pipelines should register in the same program as NGPA intrastate pipelines.

Registering Under Multiple Programs

Companies that are a regulated entity under two or more of the Commission's programs must separately register under each program. Different Company Identifiers will be issued for each registration.

Company Registration Web Site Instructions²

An eRegistration account will need to be created for access to Company Registration, or for any changes to a Company Registration. The user's eRegistration account must permit the eRegistered user to access FERC Online. Instructions on how a person creates an eRegistration account are located on the Commission's web site at www.ferc.gov.³

Existing eRegistered users can gain access to the Company Registration from the FERC Online Home Page. The eRegistered user logs in by clicking either the "Log in" or "Company Registration".

Initial Company Registration

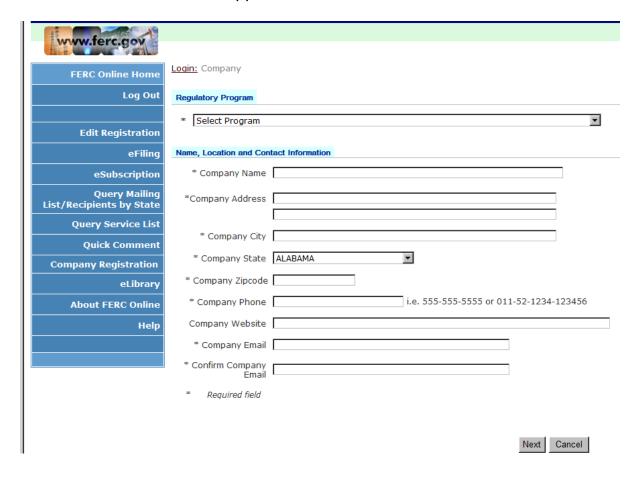
To obtain a Company Identifier for the first time, click on "Register".



² Web pages may appear different over time. However, the requirements and functionality should remain the same.

³ See Appendix A for guidance on obtaining the correct eRegistration status.

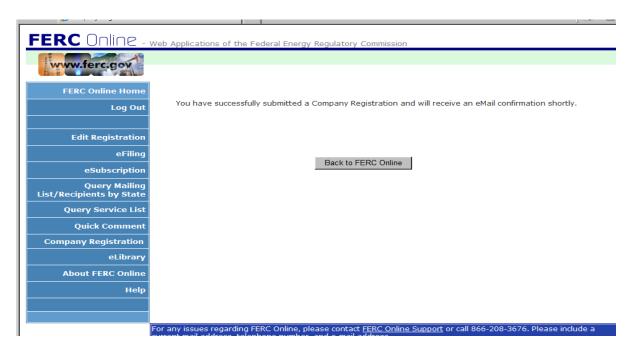
Select the appropriate program and populate all fields and click "Next". If a required field is not populated, the error will be noted and must be corrected before the next screen will appear.



A summary of the company registration information is shown on this page. If the information is correct, click "Submit." If there is an error, click "Back" and correct.



Upon submission, a confirmation screen will appear. Also, the eRegistered user will also receive an email confirming that a company registration request has been received.



Modifying or Correcting a Company Profile

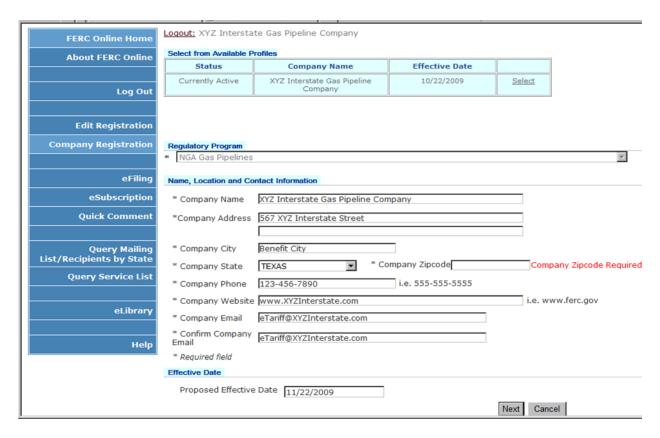
To modify the Company Profile, enter the existing Company Identifier and password, and Login.



Once logged into the Company Registration edit page, the Company's currently effective Company Profile appears.



Edit the necessary fields, select a proposed effective date and click Next. If a required field is missing, an error message will appear.



Review the data. If it needs correction, click Back. Otherwise, click Submit.



Upon submission, a confirmation screen will appear. Also, the eRegistered user will also receive an email confirming that a request to change a company profile has been received.

Note that requests to edit a Company Profile are processed by FERC staff. Expect a two (2) business day delay from the time a request is made and receiving confirmation that the modified Company Profile has been accepted. The modified Company Profile will become effective the later of the confirmation date or the proposed effective date.

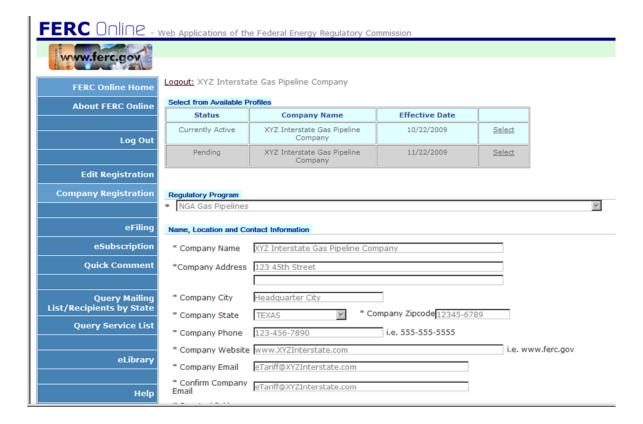
Multiple Company Profiles

If there are more than one Company Profile for the Company Identifier, they will be shown. However, there is a limit of only two (2) Company Profile per Company Identifier – one Currently Effective and one Pending.

Pending can mean either pending acceptance by the Commission, or the Effective Date is in the future.

Pending Company Profiles may be selected and modified, but the proposed modified Company Profile will completely replace the pre-existing pending Company Profile.

The Currently Active Company Profile may also be modified. The modified Company Profile will completely replace the pre-existing pending Company Profile.

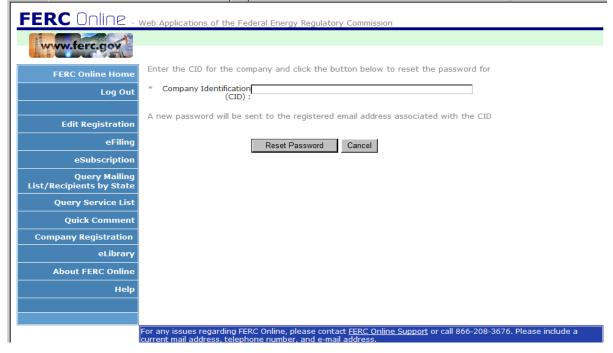


Resetting the Password

To reset the password for a Company Identifier, select "Reset".



Enter the Company Identifier, and then select "Reset Password".



A new password will be sent to the registered email address associated with the

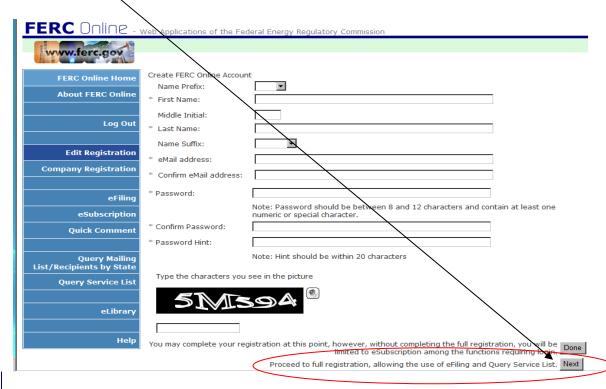
Company Identifier. The email containing the new password is sent with minimal delay from the time the request is submitted. The new password is useable immediately upon receipt, and the old password is immediately no longer valid.

Appendix B shows the email templates that the Secretary uses to information users and Companies of the status of their requests.

APPENDIX A

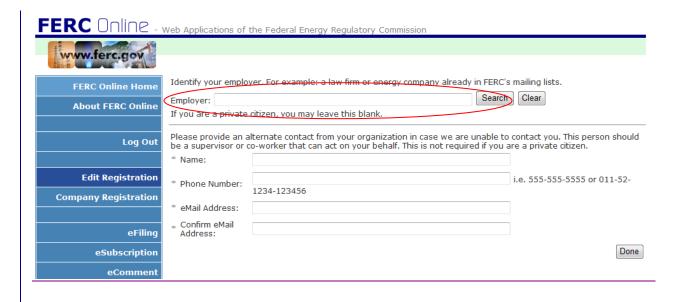
Acquiring Full eRegistration:

Users who wish to request a Company Identifier must have the rights to access the Company Registration function. To acquire those rights, a user must eRegister (see http://www.ferc.gov/docs-filing/eregister-user-guide.pdf for instructions)., after https://www.ferc.gov/docs-filing/eregister-user-guide.pdf for instructions)., after https://www.ferc.gov/docs-filing/eregister-user-guide.pdf for instructions) as shown below:



If an eRegistered user is not fully registered, the user, upon logging in, should proceed to Edit Registration and then proceed to full registration as shown above. The user does not need to re-enter their profile information even though the data boxes appear to be empty.

A full eRegistration requires Employer information. Use the Search button to select from Employers already in the eRegistration data base, or create a new Employer. For a more complete set of eRegistration instructions, see http://www.ferc.gov/docs-filing/eregister-user-guide.pdf.



Credits: Application written by Victor Pradel, General Dynamics, 2009.

APPENDIX B – Company Registration Email Templates

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New Company Registration Request'
'This is to confirm receipt by the FERC Secretary of the Commission of a request for a new Company Identifier.

Program: {0}
Company Name: {1}
Company Address: {2}

Company Website: {3}
Company email address: {4}
Proposed effective date: {5}

Thank you for participating in the FERC Electronic Filing System. If you have any questions, please contact FERC at:

E-Mail: efiling@ferc.gov (do not send filings to this address)
Voice Mail: 202-502-8258.'
)
```

```
'Company Registration Approval Notification - Company Identifier',
'The company registration request which you have submitted for the company
"{0}" has been approved.

Your Company Identifier for this Company is: {1}
The password for the Company Identifier will be sent in a separate email for security reasons.

This Company Identifier is effective: {2}
Thank you for participating in the FERC Electronic Filing System. If you have any questions, please contact FERC at:

E-Mail: efiling@ferc.gov (do not send filings to this address)
Voice Mail: 202-502-8258.'
```

```
'Company Registration Approval Notification - Password',
'Company Registration Approval Notification - Password',
'The company registration request which you have submitted for the company
"{0}" has been approved.

The password for the Company Identifier is: {1}
The Company Identifier was sent in a separate email for security reasons.

This password is effective: {2}

Thank you for participating in the FERC Electronic Filing System. If you have any questions, please contact FERC at:

E-Mail: efiling@ferc.gov (do not send filings to this address)

Voice Mail: 202-502-8258.'
)
```

```
'Company Registration Rejection Notification',
'Company Registration Rejection Notification',
'The company registration request which you have submitted for the company
"{0}" has been rejected.

The reason(s) for the rejection are as follows:
{1}

Thank you for participating in the FERC Electronic Filing System. If you have any questions, please contact FERC at:

E-Mail: efiling@ferc.gov (do not send filings to this address)
Voice Mail: 202-502-8258.'
)
```

```
'Company Identifier Password Reset',
'Company Identifier Password Reset',
'The password for the company registered as "{0}" has been reset. The new password is: {1}

This reset password is effective immediately.

Thank you for participating in the FERC Electronic Filing System. If you have any questions, please contact FERC at:

E-Mail: efiling@ferc.gov (do not send filings to this address)

Voice Mail: 202-502-8258.'
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```
'Modified Company Registration Request',
'Modified Company Registration Request',
'This is to confirm receipt by the FERC Secretary of the Commission of a request to modify the information for an existing Company Identifier.

Program: {0}
Company Name: {1}
Company Address: {2}

Company Website: {3}
Company email address: {4}
Proposed effective date: {5}

Thank you for participating in the FERC Electronic Filing System. If you have any questions, please contact FERC at:

E-Mail: efiling@ferc.gov (do not send filings to this address)
Voice Mail: 202-502-8258.'
)
```

```
'Modified Company Registration Approval Notification',
'Modified Company Registration Approval Notification',
'The modification to company registration request which you have submitted for the company "{0}" has been approved.

This modified company registration information is effective: {1}

Thank you for participating in the FERC Electronic Filing System. If you have any questions, please contact FERC at:

E-Mail: efiling@ferc.gov (do not send filings to this address)

Voice Mail: 202-502-8258.'
)
```

```
'Modified Company Registration Notification',
'Modified Company Registration Notification',
'A modification has been made to the to the company registration for the company "{0}". The modification is as follows:

Old information:
{1}

Modified information:
{2}

This modified company registration information is effective:

If you have any questions, please contact FERC at: {3}

E-Mail: efiling@ferc.gov (do not send filings to this address)
Voice Mail: 202-502-8258.'
)
```

```
'Modified Company Registration Request Deletion',
'Modified Company Registration Request Deletion',
'The company registration request which you have submitted for the company
"{0}" has been deleted.

Thank you for participating in the FERC Electronic Filing System. If you have any questions, please contact FERC at:

E-Mail: efiling@ferc.gov (do not send filings to this address)
Voice Mail: 202-502-8258.'
)
```