FEDERAL ENERGY REGULATORY COMMISSION

Secretary of the Commission



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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, <u>www.ferc.gov</u>, 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.

The Commission posts the list of registered regulated entities on its web site, <u>www.ferc.gov</u>, 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 <u>ferconlinesupport@ferc.gov</u>. The inquiry should include the name of the company at issue and what regulatory program it should be part of.

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

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 4.3.23.¹

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".

FERC Online -	Web Applications of the Federal Energy Regulatory Commission
www.ferc.gov	
FERC Online Home	Company Registration
Edit Registration	1. <u>Register</u> a company for the first time 2. <u>Reset</u> the password for the Company Identifier
eSubscription	3. Edit an existing Company Identifier's data
Query Mailing List/Recipients by State	Company CID : Password :
Query Service List	Login Cancel
Company Registration	
eLibrary	
About FERC Online	
Help	
	For any issues regarding FERC Online, please contact <u>FERC Online Support</u> or call 866-208-3676. Please include a current mail address, telephone number, and e-mail address.

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.

www.ferc.gov	
FERC Online Home	Login: Company
Log Out	Regulatory Program
	* Select Program
Edit Registration	
eFiling	Name, Location and Contact Information
eSubscription	* Company Name
Query Mailing List/Recipients by State	*Company Address
Query Service List	
Ouick Commont	* Company City
Quick Comment	
Company Registration	
eLibrary	* Company Zipcode
About FERC Online	* Company Phone i.e. 555-5555 or 011-52-1234-123456
Help	Company Website
	* Company Email
	* Confirm Company Email
	* Required field
	Next Cancel

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.

FERC Online - v	Web Applications of the	Federal Energy Regulatory Commission	
www.ferc.gov			
FERC Online Home	Login: XYZ Interstate	e Gas Pipeline Company	
About FERC Online	Summary		
	You must click the Sub	mit button to officially send your changes	
Log Out	Company	XYZ Interstate Gas Pipeline Company	
	Address	123 45th Street	
Edit Registration		Headquarter City, TX 12345- 6789	
Company Registration			
	Phone	123-456-7890	
eFiling	Wobsito	www.WZInterstate.com	
eSubscription	Website	www.xr2interstate.com	
Quick Comment	Regulatory Program	NGA Gas Pipelines	
	Effective Date	10/22/2009 12:00:00 AM	
Query Mailing List/Recipients by State			
Query Service List			
			Submit Back
eLibrary			
Help			

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.

About FERC Online	Select from Available P	rofiles			
	Status	Company Name	Effective Date		
Log Out	Currently Active	XYZ Interstate Gas Pipelin Company	ne 10/22/2009	Select	
Edit Registration Company Registration	Regulatory Program				
	 NGA Gas Pipelines 				
eFiling	Name, Location and Co	ntact Information			
eSubscription	* Company Name	XYZ Interstate Gas Pipelin	e Company		
Quick Comment	*Company Address	123 45th Street			
Query Mailing	* Company City	Headquarter City			
List/Recipients by State	* Company State	TEXAS	* Company Zipcode 12345-	6789	
Query Service List	* Company Phone	123-456-7890	i.e. 555-555-5555		
	* Company Website	www.XYZInterstate.com		i.e. www.ferc.	gov
eLibrary	* Company Email	eTariff@XYZInterstate.com	n	1	
Help	* Confirm Company Email	eTariff@XYZInterstate.com	n		
	* Required field				
	Effective Date				

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

	-				
FERC Online Home	Loqout: XYZ Intersta	te Gas Pipeline Company			
About FERC Online	Select from Available P	rofiles			
	Status	Company Name	Effective Date		
	Currently Active	XYZ Interstate Gas Pipeline	10/22/2009	Select	
Log Out		Company			
Edit Registration					
Company Registration	Regulatory Program				
	 NGA Gas Pipelines 				v
eFiling	Name, Location and Co	ntact Information			
eSubscription	* Company Name	XYZ Interstate Gas Pipeline C	ompany		
Quick Comment	*Company Address	567 XYZ Interstate Street			
Ouery Mailing	* Company City	Benefit City			
List/Recipients by State	* Company State		Company Zipcode	Comp	any Zincode Required
Query Service List	Company State			Comp	
	* Company Phone	123-456-7890	i.e. 555-555-5555		
	* Company Website	www.XYZInterstate.com		i.e. wv	vw.ferc.gov
eLibrary	* Company Email	eTariff@XYZInterstate.com			
Help	* Confirm Company Email	eTariff@XYZInterstate.com			
	* Required field				
	Effective Date				
	Proposed Effective	Date 11/22/2009	7		
		11/22/2009		Next	-1
1				Next Canc	ei

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

FERC Online - w	Veb Applications of the	Federal Energy Regulatory Commission	
www.ferc.gov			
FERC Online Home	Loqout: XYZ Intersta	te Gas Pipeline Company	
About FERC Online	Summary		
	You must click the Sub	mit button to officially send your changes	
Log Out	Company	XYZ Interstate Gas Pipeline Company	
	Address	567 XYZ Interstate Street	
Edit Registration		Benefit City, TX 12234-5678	
Company Registration			
	Phone	123-456-7890	
eFiling	Website	www.XYZInterstate.com	
eSubscription	Regulatory Program	NGA Gas Pipelines	
Quick Comment			
	Effective Date	11/22/2009	
Query Mailing List/Recipients by State			
Query Service List			Submit Back
			Submit Back
eLibrary			
Help			

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.

FERC Online - v	Veb Applications of th	e Federal Energy Regulatory Co	mmission	
www.ferc.gov				
FERC Online Home	Logout: XYZ Intersta	te Gas Pipeline Company		
About FERC Online	Select from Available P	rofiles		
	Status	Company Name	Effective Date	
Log Out	Currently Active	XYZ Interstate Gas Pipeline Company	10/22/2009	Select
	Pending	XYZ Interstate Gas Pipeline Company	11/22/2009	Select
Edit Registration				
Company Registration				
Company Registration	* NGA Gas Pipelines			x
	NOA Gas Pipelines			122
eFiling	Name, Location and Co	ntact Information		
eSubscription	* Company Name	XYZ Interstate Gas Pipeline Con	npany	
Quick Comment	*Company Address	123 45th Street		
Ouery Mailing	* Company City	Headquarter City	7	
List/Recipients by State	company city			
Query Service List	* Company State	TEXAS	mpany zipcode 12345-67	89
	* Company Phone	123-456-7890	i.e. 555-555-5555	
	* Company Website	www.XYZInterstate.com		i.e. www.ferc.gov
eLibrary	* Company Email	eTariff@XYZInterstate.com		
Help	* Confirm Company Email	eTariff@XYZInterstate.com		
	···· · · · · · · ·			

Resetting the Password

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

FERC Online	Web Applications of the Federal Energy Regulatory Commission
www.ferc.gov	
FERC Online Home	Company Registration
Edit Registration	1. <u>Register</u> a company for the first time
eFiling	2. <u>Reset</u> the password for the Company Identifier 3. Edit an existing Company Identifier's data
eSubscription	
Query Mailing List/Recipients by State	Company CID : Password :
Query Service List	Login Cancel
Quick Comment	
Company Registration	
eLibrary	
About FERC Online	
Help	
	For any issues regarding FERC Online, please contact <u>FERC Online Support</u> or call 866-208-3676. Please include a current mail address, telephone number, and e-mail address.

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

FERC Online -	Web Applications of the Federal Energy Regulatory Commission
www.ferc.gov	
FERC Online Home	Enter the CID for the company and click the button below to reset the password for
Log Out	* Company Identification (CID) :
Edit Registration	A new password will be sent to the registered email address associated with the CID
eFiling	Reset Password Cancel
eSubscription	
Query Mailing List/Recipients by State	
Query Service List	
Quick Comment	
Company Registration	
eLibrary	
About FERC Online	
Help	
	For any issues regarding FERC Online, please contact <u>FERC Online Support</u> or call 866-208-3676. Please include a current mail address, telephone number, and e-mail address.

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.

Note: When a Company is being acquired by another, or there is a change in regulatory staff, the password should be transferred to the new Company and/or regulatory staff. Alternatively, the Company to be acquired or the regulatory staff that will be superseded should change the registered email address associated with the Company Identifier to the acquiring company's email address through Modify the Company Profile feature discussed above. Once the Company Profile has been modified, the new regulatory staff can request that the password be reset and the new password will be sent to the new email address.

If a Company loses its password, it should not apply for a new Company Identifier.

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

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

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 completing the primary eRegistration screen, proceed to "full registration" 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.

FERC Online -	Web Applications of	the Federal Energy Regulatory Commission	
www.ferc.gov			
FERC Online Home	Identify your emplo	yer. For example: a law firm or energy company already in FERC'	s mailing lists.
About FERC Online	If you are a private	citizen, you may leave this blank.	
Log Out	Please provide an a be a supervisor or o	alternate contact from your organization in case we are unable to co-worker that can act on your behalf. This is not required if you	contact you. This person should are a private citizen.
	* Name:		
Edit Registration	* Phone Number:		i.e. 555-555-5555 or 011-52-
Company Registration	* ->*-:! • - -!	1234-123456	1
	email Address:		
eFiling	* Confirm eMail Address:]
eSubscription			Done
eComment			

APPENDIX B – Company Registration Email Templates

```
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:

'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:

```
'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:

```
'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: