



National Fuel[®]

Security Administrator (SA) Training

Training Topics

- Introduction to Security Administration
- How to navigate to the Security Administration menu
- How to add and maintain user contact information
- How to assign and maintain roles for user accounts
- How to reset passwords/unlock user accounts

Introduction to Security Administration

Introduction to Security Administration

- Each company doing business with National Fuel's Gas Measurement department is assigned an entity number when their account is created within the GM-LP Accounting System (GM-LP). These accounts are unique to each company's legal operating name.
- GM-LP allows for company accounts to be placed into production groups so that a single Security Administrator (SA) may monitor multiple companies' information and users. This functionality is particularly useful for parent and subsidiary company affiliations.
- An SA may be assigned at the production group level or the individual account level within GM-LP.
- SAs have been designated by each company with an account in GM-LP via the Security Administrator Request Form that was sent out beginning in November 2017.
- Changes to SAs must be made by contacting a member of the National Fuel Gas Measurement department and requesting a new Security Administrator Request Form.
 - This form will allow current SAs to be removed and new SAs to be added.
 - SA changes will be processed by the National Fuel Information Services department.
- Designated SAs have the ability to perform the following functions through their web based access to GM-LP:
 - Add and maintain user contact information
 - Assign and maintain roles for user accounts
 - Reset passwords/unlock user accounts
 - Create and execute agency agreements (separate training materials provided)

How to navigate to the Security Administration menu

Security Administration Menu

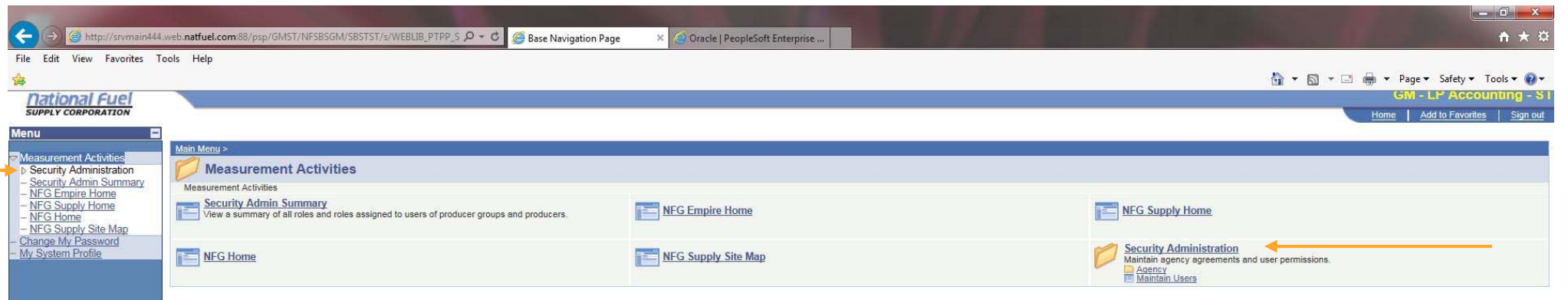
This will be the home screen that appears after you log-in to GM-LP:

Select *Measurement Activities* to expand the menu option



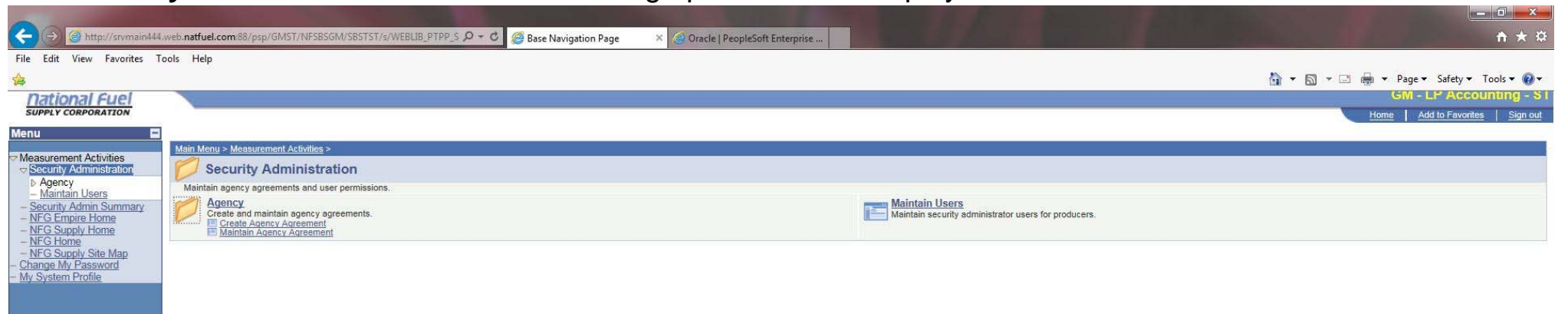
Once you have expanded the **Measurement Activities** menu the following options will be displayed:

Select *Security Administration* to expand the menu option



Once you have expanded the **Security Administration** menu the following options will be displayed:

All blue text represents a link that can be used for navigation

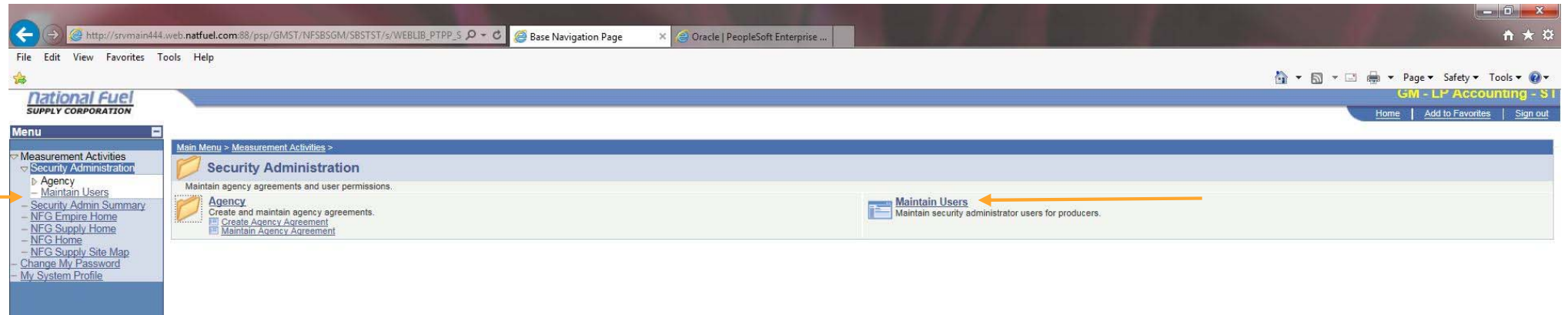


How to add and maintain user contact information

How to add users

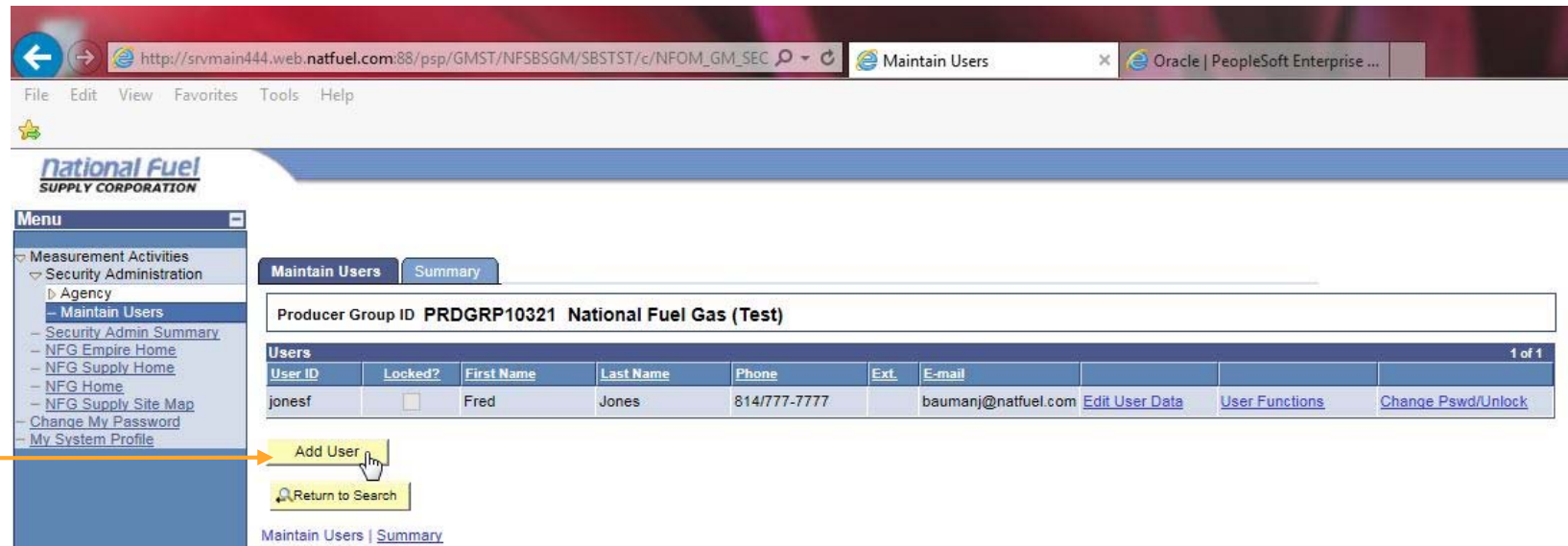
To add users select *Maintain Users* from the **Security Administration** menu

Select *Maintain Users* to expand the menu option



Once you have expanded the **Maintain Users** menu all current users will be displayed along with the 'Add User' option:

Select 'Add User'



How to add users

Once you have selected the 'Add User' option the following **Contact Maintenance** screen will be displayed:

Input data for the new contact into the applicable fields.

Note that fields denoted with an (*) are required.

Select 'Save' to keep inputs or 'Cancel' to discard. Both options will direct you back to the Maintain Users menu.

How to maintain user contact information

The following is the **Maintain Users** menu which will display all contacts assigned to a production group/individual account:

Note: User IDs are created automatically by the system when roles are assigned to users. Assigning roles will be covered later in the training.

User ID	Locked?	First Name	Last Name	Phone	Ext.	E-mail			
jonesf	<input type="checkbox"/>	Fred	Jones	814/777-7777		baumanj@natfuel.com	Edit User Data	User Functions	Change Pswd/Unlock
		Daphne	Blake	814/777-7777	0002	blaked@gmail.com	Edit User Data	User Functions	

Add User

Return to Search

Maintain Users | [Summary](#)

To maintain user contact information select the '*Edit User Data*' link next to the applicable user you wish to make changes for. This link will open the Contact Maintenance screen (as seen in the previous slide) allowing changes to be made to the users contact information.

How to assign and maintain roles for user accounts

How to assign and maintain roles for user accounts

The following is the **Maintain Users** menu which will display all contacts assigned to a production group/individual account:

Note: A designated SA has the ability to assign or change roles for all users assigned to a production group/individual account. For purposes of this training, the designated SA is Fred Jones.

User ID	Locked?	First Name	Last Name	Phone	Ext.	E-mail	Edit User Data	User Functions	Change Pswd/Unlock
		Daphne	Blake	814/777-7777	0002	blaked@gmail.com	Edit User Data	User Functions	
jonesf	<input type="checkbox"/>	Fred	Jones	814/777-7777		baumanj@natfuel.com	Edit User Data	User Functions	Change Pswd/Unlock

To assign or change roles select the '*User Functions*' link next to the applicable user you wish to view roles for. This link will open the **Function Maintenance** screen allowing roles to be assigned or changed.

How to assign and maintain roles for user accounts

The following is the **Functional Maintenance** screen which will display all roles available to be assigned for a selected user:

This area will always display the individual account and roles that may be assigned for the user. If more than one account is within the Production Group each will be displayed. This provides the option to assign roles based on an account by account basis but allows the SA to maintain all roles for a user within a single screen.

National Fuel
SUPPLY CORPORATION

Menu

- Measurement Activities
- Security Administration
 - Agency
 - Maintain Users
 - Security Admin Summary
 - NFG Empire Home
 - NFG Supply Home
 - NFG Home
 - NFG Supply Site Map
 - Change My Password
 - My System Profile

Function Maintenance

Producer Group ID PRDGRP10321 National Fuel Gas (Test)

Name: Blake, Daphne
Address: 1234 State Street
Address 2:
Address 3:
Address 4:
Country: USA
State: PA
City: Erie
Zip Code: 16501

Work Phone: 814/777-7777
Ext.: 0002
Alternate Phone:
24 Hour Phone:
Ext.:
Cell Phone:
Fax:
Pager:
Email Address: blaked@gmail.com
Alternate Email:
IM Address:

Producer Groups

PRDGRP10321 National Fuel Gas (Test)

Roles

☐ Security Administrator (SA)

Producers

9999 National Fuel Gas (Test)

Roles

- ☐ Allocation Statements
- ☐ Enter Readings and/or Volumes
- ☐ Gas Production Report
- ☐ Security Administration Report
- ☐ Security Administrator (SA)
- ☐ View Readings and/or Volumes

Contact Types

- ☐ Legal (Primary)
- ☐ Emergency (Primary)
- ☐ Emergency (Alternate)
- ☐ Field (Primary)
- ☐ Field (Alternate)
- ☐ Turn Off Notif (Primary)
- ☐ Turn Off Notif (Alternate)
- ☐ Rdg/Vol Web Entry (Primary)
- ☐ Rdg/Vol Web Entry (Alternate)

Save **Cancel**

Remember only National Fuel's Information Services department may activate an SA after the completion of a Security Administrator Request Form.

This area displays all roles that are available to be assigned to the selected user.

How to assign and maintain roles for user accounts

The following is the **Functional Maintenance** screen which will display all roles available to be assigned for a selected user:

The screenshot shows the 'Functional Maintenance' screen for user 'blaked' under Producer Group ID 'PRDGRP10321 National Fuel Gas (Test)'. The user's name 'Blake, Daphne' is circled in orange. The screen displays contact information (Work Phone, Alternate Phone, 24 Hour Phone, Cell Phone, Fax, Pager, Email Address, Alternate Email, IM Address) and a list of roles. A tooltip is visible over the 'Security Administrator (SA)' role, describing its functions. The 'Contact Types' section on the right lists various roles with checkboxes, including 'Legal (Primary)', 'Emergency (Primary)', 'Emergency (Alternate)', 'Field (Primary)', 'Field (Alternate)', 'Turn Off Notif (Primary)', 'Turn Off Notif (Alternate)', 'Rdg/Vol Web Entry (Primary)', and 'Rdg/Vol Web Entry (Alternate)' which is checked. The screen also includes a 'Menu' on the left and 'Save' and 'Cancel' buttons at the bottom.

Menu

- Measurement Activities
- Security Administration
 - Agency
 - Maintain Users
 - Enter Readings
 - Enter Monthly Volumes
 - Enter Daily Volumes
 - View Readings
 - View Volumes by Meter
 - View Volumes by Month
 - View 12 Months Volumes
 - Allocation Statements
 - Production Reports
 - Security Admin Summary
 - NFG Empire Home
 - NFG Supply Home
 - NFG Home
 - NFG Supply Site Map
 - Change My Password
 - My System Profile

Function Maintenance

Producer Group ID PRDGRP10321 National Fuel Gas (Test) User ID blaked

Name: Blake, Daphne

Address: 1234 State Street

Address 2:

Address 3:

Address 4:

Country: USA

State: PA

City: Erie

Zip Code: 16501

Work Phone: 814/777-7777 Ext.: 0002

Alternate Phone: Ext.:

24 Hour Phone: Ext.:

Cell Phone:

Fax:

Pager:

Email Address: blaked@gmail.com

Alternate Email:

IM Address:

Edit User Info

Producer Groups

PRDGRP10321 National Fuel Gas (Test)

Roles

☐ Security Administrator (SA)

This role allows the user to access the Meter Allocation Statements or the Pool Agent Reports on the NFG GM_LP website.

Meter Allocation Statement: Monthly statement that is generated for the local Appalachian producer that details information by meter regarding the volume of gas that is produced and allocated on a daily basis.

Pool Agent Report: Monthly statement that is generated for the pool operator that details information regarding the meters that are associated with the pool and the volumes of gas that is produced and allocated from the pool.

☐ Security Administration Report

☐ Security Administrator (SA)

☐ View Readings and/or Volumes

Contact Types

☐ Legal (Primary)

☐ Emergency (Primary)

☐ Emergency (Alternate)

☐ Field (Primary)

☐ Field (Alternate)

☐ Turn Off Notif (Primary)

☐ Turn Off Notif (Alternate)

☐ Rdg/Vol Web Entry (Primary)

☒ Rdg/Vol Web Entry (Alternate)

Save Cancel

For a brief description of the functionality associated with each of the roles simply hover your cursor over the role.

In addition to roles being assigned for the selected user, contact types may also be assigned using this screen.

Each contact type has a primary and an alternate listed. Only **one** primary may be listed for each contact type per account. If there is only one user assigned to an account, they will be the designated SA and will automatically be assigned the primary for all contact types.

Note: If an SA has been automatically assigned as a primary contact type but does not wish to be the primary contact they **must** add a new user to the account and change the contact type to the new user.

How to assign and maintain roles for user accounts

The following is a section of the **Functional Maintenance** screen which will display all roles available to be assigned for a selected user:

As roles are assigned to a user for the first time, the system will recognize that a user ID must be created and the 'Set User Password' option will appear.

The initial password will be set by the SA and later changed by the user after their initial log-in. Passwords are required to be 8 characters in length and must contain 1 uppercase letter, 1 lowercase letter, and 1 number.

Note: The roles 'Enter Readings and/or Volumes' and 'View Readings and/or Volumes' will prompt an additional selection for all meters or specific meters. This option provides an additional layer of security for the account by allowing the SA to restrict access by meter. See the next slide for instruction on how to assign roles for a specific meter.

The screenshot displays the 'Functional Maintenance' screen for a user. At the top right, there is a 'Set User Password' section with fields for 'Password:' and 'Confirm Password:'. Below this, the 'Producer Groups' section shows 'PRDGRP10321 National Fuel Gas (Test)'. The 'Roles' section for this group lists 'Security Administrator (SA)' with an unchecked checkbox. The 'Producers' section shows '9999 National Fuel Gas (Test)'. The 'Roles' section for this producer lists several options: 'Allocation Statements' (checked), 'Enter Readings and/or Volumes' (unchecked), 'Gas Production Report' (checked), 'Security Administration Report' (unchecked), 'Security Administrator (SA)' (unchecked), 'View Readings and/or Volumes' (checked), and 'All Meters?' (checked and circled). The 'Contact Types' section on the right lists various options, all of which are unchecked. At the bottom, there are 'Save' and 'Cancel' buttons. An orange arrow points from the text on the left to the 'Set User Password' section.

To assign roles or contact types for a user, simply select the box next to the desired option. A checkmark will appear when an item is selected.

How to assign and maintain roles for user accounts

To restrict user access to a specific meter for the 'Enter Readings and/or Volumes' and 'View Readings and/or Volumes' roles:

1. Uncheck the all meters box



2. In the '*type' drop down box select meter



4. To assign multiple meters (but not ALL meters), select the '+' to add a new row and repeat steps 1-4 as necessary.

Note: To remove a meter select the '-' sign next to the meter number.



3. Select the magnifying glass for the '*Key' field so that a pop-up of all active meters for the account displays. Select the desired meter to assign.

How to assign and maintain roles for user accounts

To restrict user access to all meters for a Company for the 'Enter Readings and/or Volumes' and 'View Readings and/or Volumes' roles:

Note: This feature may not apply to all Producer accounts as meters may all be within one National Fuel business unit, such as Distribution, Supply, or Empire.

Roles

- ☐ Allocation Statements
- ☒ Enter Readings and/or Volumes
- ☐ Gas Production Report
- ☐ Security Administration Report
- ☐ View Readings and/or Volumes

☒ All Meters?

1. Uncheck the all meters box

Roles

- ☐ Allocation Statements
- ☒ Enter Readings and/or Volumes
- ☐ Gas Production Report
- ☐ Security Administration Report
- ☐ View Readings and/or Volumes

☐ All Meters?

*Type: All Meters for Company

*Key: [Search field]

2. In the '*type' drop down box select All Meters for Company

Roles

- ☐ Allocation Statements
- ☒ Enter Readings and/or Volumes
- ☐ Gas Production Report
- ☐ Security Administration Report
- ☐ View Readings and/or Volumes

☐ All Meters?

*Type: All Meters for Company

*Key: NFGDC

4. To assign multiple companies or meters, select the '+' to add a new row and repeat steps 1-4 as necessary.

Note: To remove a company or meter select the '-' sign next to the meter number.

Contact Types

- ☒ Legal (Primary)
- ☒ Emergency (Primary)
- ☐ Emergency (Alternate)
- ☐ Field (Alternate)
- ☒ Turn On/Off
- ☐ Turn Off Notification
- ☒ Rdg/Vol Web

Look Up Key

Search by: Key

Look Up Cancel Advanced Lookup

Search Results

Description	Company
EMPIRE	Empire
NFGDC	Distribution
NFGSC	Supply

3. Select the magnifying glass for the '*Key' field so that a pop-up of all meters by Company for the Producer account displays. Select the desired company to assign.

How to assign and maintain roles for user accounts

The following is a section of the **Functional Maintenance** screen which will display all roles available to be assigned for a selected user:

Once all desired roles have been assigned/updated, password has been set (if applicable), and contact types have been assigned, select 'Save' to keep inputs or 'Cancel' to discard. Either option will direct you back to the Maintain Users menu.

The screenshot displays the 'Functional Maintenance' screen for a user named Blaise, Daphne. The screen is divided into several sections:

- User Information:** Includes fields for Name, Address, Country, State, City, Zip Code, Work Phone, Alternate Phone, 24 Hour Phone, Cell Phone, Fax, Pager, Email Address, Alternate Email, and IM Address.
- Set User Password:** A box for setting the user's password, highlighted with an orange arrow.
- Producer Groups:** A list of producer groups, with 'PRDGRP10321 National Fuel Gas (Test)' selected.
- Roles:** A list of roles, with 'Security Administrator (SA)' selected.
- Producers:** A list of producers, with '9999 National Fuel Gas (Test)' selected.
- Contact Types:** A list of contact types, with 'Legal (Primary)', 'Emergency (Alternate)', 'Field (Alternate)', 'Turn Off Notif (Primary)', 'Rdg/Vol Web Entry (Primary)', and 'Rdg/Vol Web Entry (Alternate)' selected.

The 'Save' button is highlighted with an orange arrow.

Note: This 'Set User Password' box will only display the first time a user is assigned roles. The Maintain Users menu contains the option to reset passwords/unlock accounts for all current users.

How to assign and maintain roles for user accounts

The following shows the warning message that will display if a primary contact type is changed:

The screenshot displays the 'National Fuel SUPPLY CORPORATION' user management interface. On the left is a 'Menu' with options like 'Measurement Activities', 'Security Administration', and 'Agency'. The 'Maintain Users' tab is active, showing a table of users for 'Producer Group ID PRDGRP10321 National Fuel Gas (Test)'. The table lists two users: 'blaked' and 'jonesf'. A 'Message' dialog box is overlaid on the screen, containing the following text:

The contact type Legal (Primary) was removed from existing user(s) for Producer 9999. (29010,981)

This contact type may only be assigned to one user at a time for a given entity.

OK

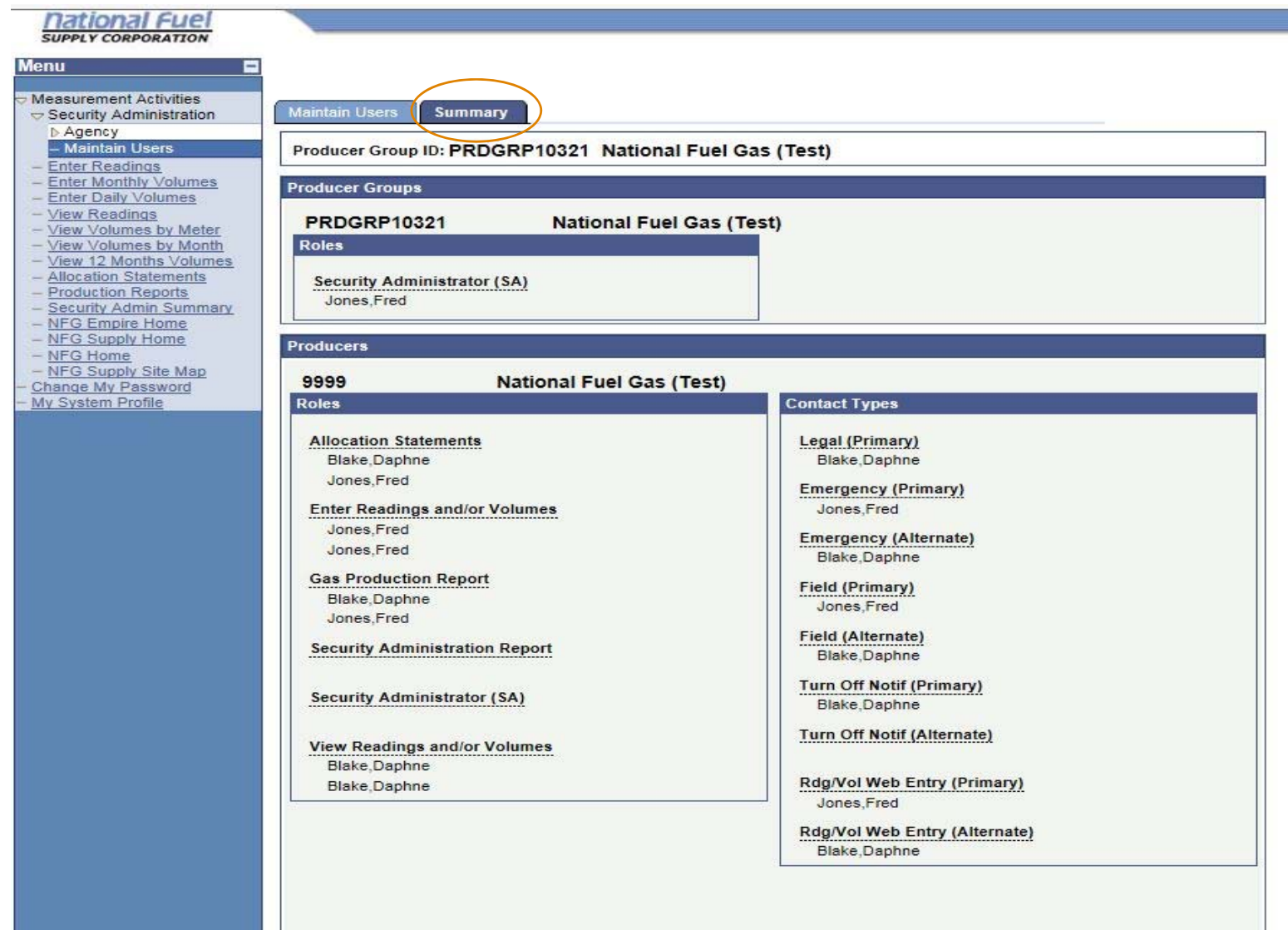
Remember only one user can be listed as a primary for each contact type. If the primary is changed this warning message will be displayed by the system to alert you. If the change was not desired, select the '*User Functions*' link for the user you wish to make the primary and follow the instructions as noted in the previous slides.

How to assign and maintain roles for user accounts

The following is a summary of users which is displayed by selecting the Summary tab on the **Maintain Users** menu:

This Summary tab provides the SA with a quick glance overview of all users and their assigned roles and contact types by production group and individual account. This makes review quick and easy!

This summary is particularly helpful for monitoring the primary contact types as only **one** may be assigned.



National Fuel Supply Corporation

Menu

- Measurement Activities
 - Security Administration
 - Agency
 - Maintain Users**
 - Enter Readings
 - Enter Monthly Volumes
 - Enter Daily Volumes
 - View Readings
 - View Volumes by Meter
 - View Volumes by Month
 - View 12 Months Volumes
 - Allocation Statements
 - Production Reports
 - Security Admin Summary
 - NFG Empire Home
 - NFG Supply Home
 - NFG Home
 - NFG Supply Site Map
 - Change My Password
 - My System Profile

Maintain Users **Summary**

Producer Group ID: **PRDGRP10321** National Fuel Gas (Test)

Producer Groups

PRDGRP10321	National Fuel Gas (Test)
Roles	
Security Administrator (SA) Jones, Fred	

Producers

9999	National Fuel Gas (Test)
Roles	
Allocation Statements Blake, Daphne Jones, Fred	
Enter Readings and/or Volumes Jones, Fred Jones, Fred	
Gas Production Report Blake, Daphne Jones, Fred	
Security Administration Report	
Security Administrator (SA)	
View Readings and/or Volumes Blake, Daphne Blake, Daphne	

Contact Types

Legal (Primary) Blake, Daphne
Emergency (Primary) Jones, Fred
Emergency (Alternate) Blake, Daphne
Field (Primary) Jones, Fred
Field (Alternate) Blake, Daphne
Turn Off Notif (Primary) Blake, Daphne
Turn Off Notif (Alternate)
Rdg/Vol Web Entry (Primary) Jones, Fred
Rdg/Vol Web Entry (Alternate) Blake, Daphne

How to reset passwords/ unlock user accounts

How to reset passwords/unlock user accounts

The following is the **Maintain Users** menu which will display all contacts and the options available to the SA to maintain their accounts:

User ID	Locked?	First Name	Last Name	Phone	Ext.	E-mail				
blaked	<input type="checkbox"/>	Daphne	Blake	814/777-7777	0002	blaked@gmail.com	Edit User Data	User Functions	Change Pswd/Unlock	Remove
jonesf	<input type="checkbox"/>	Fred	Jones	814/777-7777		baumanj@natfuel.com	Edit User Data	User Functions	Change Pswd/Unlock	

As previously shown, this screen allows the SA to add users, edit contact information, and maintain roles and contact types.

Additionally, this screen allows the SA to remove a user by selecting the 'Remove' button. A warning will appear stating that the user and all roles and contact types associated with the company will be removed. A 'yes' or 'no' option will be available.

Remember passwords must be 8 characters in length and contain 1 uppercase letter, 1 lowercase letter, and 1 number.

Passwords are required to be changed every 90 days.

After 5 failed log-in attempts a users account will become locked.

User ID	blakeda	Daphne Blake
*New Password:	
*Confirm Password:	<input checked="" type="checkbox"/> Password Expired?
		<input type="checkbox"/> Account Locked Out?

The SA is responsibility for assisting users with account log-in issues, such as forgotten passwords or locked accounts.

An SA can reset a users password by selecting the 'Chang Pswd/Unlock' link and entering a new password. If the 'Password Expired?' or 'Account Locked Out?' boxes are checked the SA must uncheck them prior to selecting save.

End.

Still have questions?

Contact Tracey Williams, **GM System Administrator,**

at 716-857-6921 or williamst@natfuel.com