



*National Fuel*<sup>®</sup>

## Creating & Terminating Agency Agreements

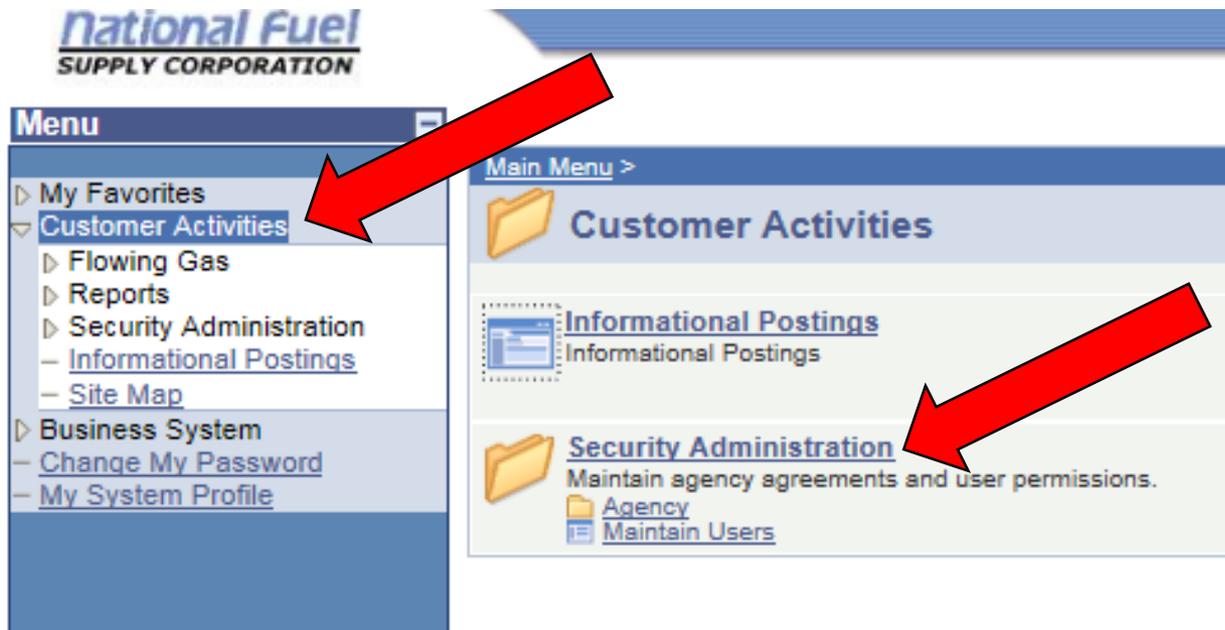
- Creating an Agency Agreement
- Designating Roles to an Agent
- Principal Approval Process
- Agent Approval Process
- Printing an Agency Agreement
- Non-NFG Entity Agreement
- Terminating an Agency Agreement

## **General Information**

- An Agency Agreement can only be created by the Security Administrator (SA) of the Principal company at the Business Entity or Account level
- An Agency Agreement must be approved by SAs of both the Principal and Agent in order to be effective

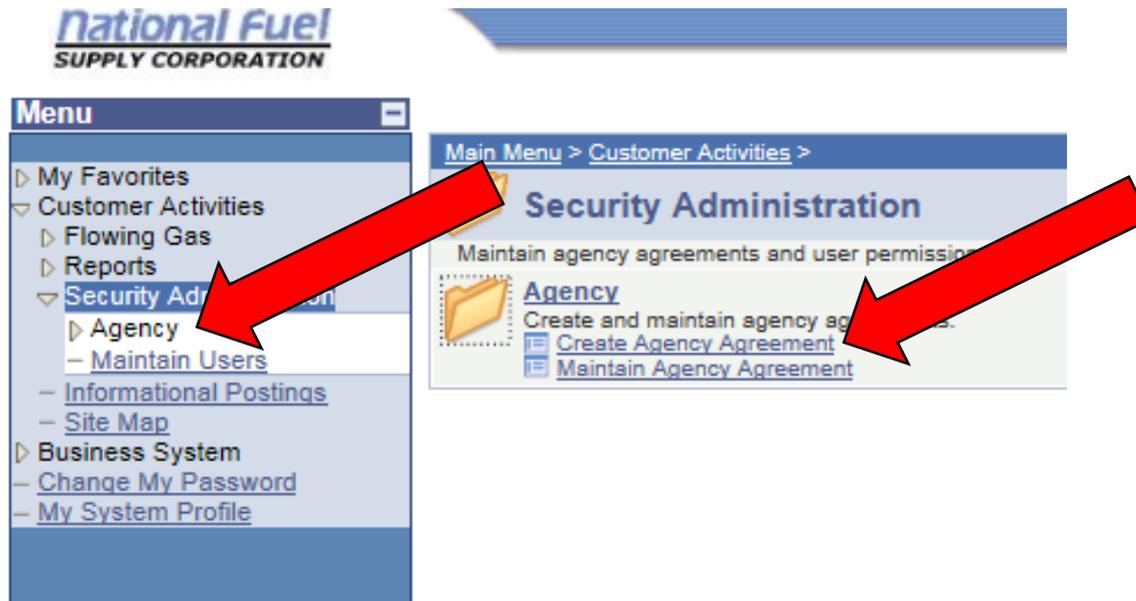
# Creating an Agency Agreement

Once the Principal is logged into the EBB, click on “Customer Activities”, then “Security Administration”



# Creating an Agency Agreement

Click “Agency”, then “Create Agency Agreement”



# Creating an Agency Agreement

Enter the Principal Account ID. You can also select the magnifying glass, which will provide a list of Account IDs that the Security Administrator may access.

Agency Agreement

Agreement Parties

Agreements must be created by the Principal Account ID.

Agreement ID: NEW

\*Principal Account ID:  

Non-NFG Entity Agreement?



# Designating an Agent

- Enter EITHER the Agent Business Entity ID or the Agent Account ID. The Principal will need to obtain this from the Agent.
- The Agency Agreement entered into will be the standard NFG agency agreement. The standard NFG agency agreement template can be found on the Forms section of NFG's website or by following the following link: <https://www.nationalfuelgas.com/supply/market/Forms/Forms.aspx>. Refer to slide 15 if Principal and Agent plan to use a Non-NFG Entity Agency Agreement.

**Agency Agreement**

---

**Agreement Parties**

**Agreements must be created by the Principal party.**

Agreement ID: NEW      Status: Pending

Principal Account ID: PRI001      Principal

Agent Business Entity ID:

Agent Account ID:

Non-NFG Entity Agreement?

Comments:

**Agreement Functions**      First 1 of 1 Last

*Function Name		
<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

# Designating Roles to an Agent

- Using the drop box under “Function Name”, designate what roles you would like the Agent to perform on your behalf.
- Roles can be added or deleted using the “+” and “-” signs
- You can also select “Add All Roles” to give Agent access to all functions

## Agency Agreement

### Agreement Parties

Agreements must be created by the Principal party.

Agreement ID: NEW

Status: Pending

Principal Account ID: PRI001

Principal Gas, Inc.

Agent Account ID: AGE004

Agent Services, Inc.

Non-NFG Entity Agreement?

Comments:

### Agreement Functions

First 1 of 1 Last

\*Function Name

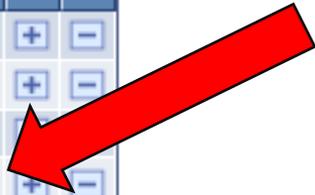
Capacity Release  
Confirmations  
Market Pooling Aggregator  
Nominations  
Security Administration Report  
TCPL Marketer Inquiry  
View Allocation Statements  
View Contract Summary  
View Imbalance Reports  
View Interconnect  
View Invoices  
View OBA Statements  
View Pipeline Allocation Stmtns  
View Storage Reports

Add All Roles

# Designating Roles to an Agent

The Capacity Release and Nominations roles can be designated to an Agent for all contracts or for specific contracts using the check box. If the All Contracts box is unchecked, you will be able to specify the contracts you would like the Agent to have capacity release and nomination rights for.

Agreement Functions				First	1-14 of 14	Last
*Function Name	All Contracts?	Type	Key			
Capacity Release	<input checked="" type="checkbox"/>			+	-	
Confirmations				+	-	
Market Pooling Aggregator						
Nominations	<input type="checkbox"/>	Contract	F12366	+	-	
Security Administration Report				+	-	
TCPL Marketer Inquiry				+	-	
View Allocation Statements				+	-	
View Contract Summary				+	-	
View Imbalance Reports				+	-	
View Interconnect				+	-	
View Invoices				+	-	
View OBA Statements				+	-	
View Pipeline Allocation Stmts				+	-	
View Storage Reports				+	-	



Submit

Add All Roles

# Creating an Agency Agreement

Click "Submit"

**Agency Agreement**

---

**Agreement Parties**

**Agreements must be created by the Principal party.**

Agreement ID: NEW      Status: Pending

Principal Account ID: PRI001      Principal Gas, Inc.

Agent Account ID: AGE004      Agent Services, Inc.

Non-NFG Entity Agreement?

Comments:

---

**Agreement Functions** First 1-14 of 14 Last

*Function Name	All Contracts?	Type	Key		
Capacity Release	<input checked="" type="checkbox"/>			+	-
Confirmations				+	-
Market Pooling Aggregator				+	-
Nominations	<input type="checkbox"/>	Contract	F12366	+	-
Security Administration Report				+	-
TCPL Marketer Inquiry				+	-
View Allocation Statements				+	-
View Contract Summary				+	-
View Imbalance Reports				+	-
View Interconnect				+	-
View Invoices				+	-
View OBA Statements				+	-
View Pipeline Allocation Stmts				+	-
View Storage Reports				+	-

**Submit** **Add All Roles**



# Principal Approval Process

- Click “Approve,” which certifies acceptance of the Agency Agreement by the Principal. An automatic email will be generated and sent to the Agent’s Security Administrator to notify them of a pending Agency Agreement. The Agent will need to approve (and thereby accept) the Agency Agreement before it becomes effective.

**Agency Agreement Maintenance**

**Agreement Parties**

Agreement ID: 10131      Status: Pending

Principal Account ID: PRI001      Principal Gas, Inc.      Pending

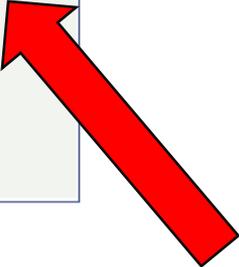
Agent Account ID: AGE004      Agent Services, Inc.      Pending

Non-NFG Entity Agreement?

Comments:

Terminate

Approve



**Agreement Functions** First 1-14 of 14 Last

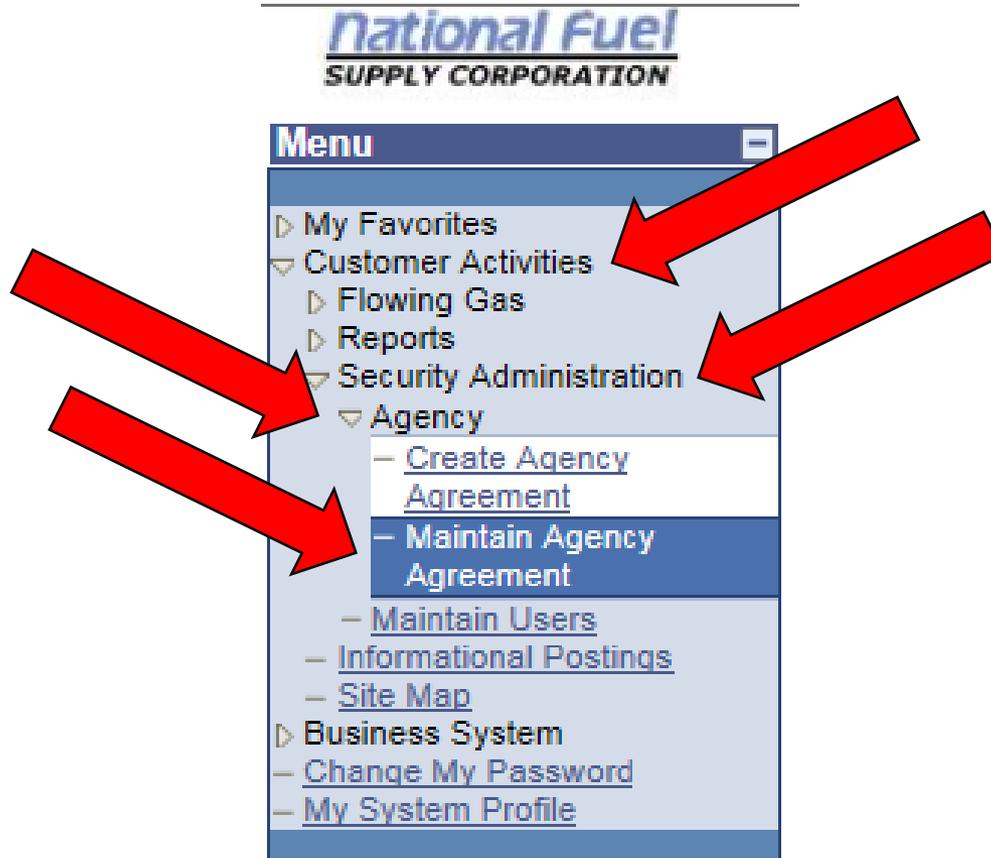
*Function Name	All Contracts?	Type	Key		
Capacity Release	<input checked="" type="checkbox"/>			+	-
Confirmations				+	-
Market Pooling Aggregator				+	-
Nominations	<input type="checkbox"/>	Contract	F12386	+	-
Security Administration Report				+	-
TCPL Marketer Inquiry				+	-
View Allocation Statements				+	-
View Contract Summary				+	-
View Imbalance Reports				+	-
View Interconnect				+	-
View Invoices				+	-
View OBA Statements				+	-
View Pipeline Allocation Stmt				+	-
View Storage Reports				+	-

Return

Add All Roles

# Agent Approval Process

Once logged into the EBB, the Agent's Security Administrator should click "Customer Activities", "Security Administration", "Agency", "Maintain Agency Agreement"



# Agent Approval Process

Click “Search” then click on the Pending Agency Agreement.

## Maintain Agency Agreement

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

### Search Criteria

Agreement ID:

Agency Agreement Status:

Agent Business Entity ID:

Agent Account ID:

Principal Account ID:

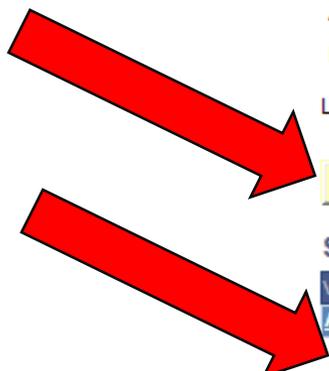
Limit the number of results to (up to 1000):

[Basic Search](#)

### Search Results

View All First  1-10 of 10

Agreement ID	Agency Agreement Status	Agent Business Entity ID	Agent Account ID	Principal Account ID
<a href="#">10131</a>	Pending	(blank)	<a href="#">AGE004</a>	<a href="#">PR1001</a>



# Agent Approval Process

Click “Approve,” which certifies acceptance of the Agency Agreement by the Agent.

**Agency Agreement Maintenance**

**Agreement Parties**

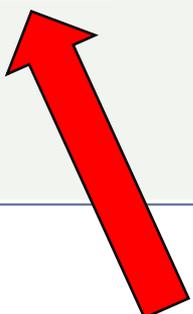
Agreement ID: 10131      Status: Pending      [Terminate](#)

Principal Account ID: PRI001      Principal Gas, Inc.      Approved      Ashley koertgen

Agent Account ID: AGE004      Agent Services, Inc.      Pending      [Approve](#)

Non-NFG Entity Agreement?

Comments:



**Agreement Functions** First 1-14 of 14 Last

Function Name	All Contracts?	Type	Key
Capacity Release	<input checked="" type="checkbox"/>		
Confirmations			
Market Pooling Aggregator			
Nominations	<input type="checkbox"/>	Contract	F12366
Security Administration Report			
TCPL Marketer Inquiry			
View Allocation Statements			
View Contract Summary			
View Imbalance Reports			
View Interconnect			
View Invoices			
View OBA Statements			
View Pipeline Allocation Stmts			
View Storage Reports			

# Printing an Agency Agreement

- The Principal SA will get an automated email when the Agent SA approves the Agency Agreement.
- At this point, the Agency Agreement has now been approved by both parties. In order to view the executed document, the Principal SA or Agent SA can click on “Maintain Agency Agreement” (see Slide 11 for path), click on the agreement, then “Print Agreement”. The Agency Agreement will then pop up.

## Agency Agreement Maintenance

Agreement Parties			
Agreement ID: 10131	Status: Approved	<a href="#">Terminate</a>	
Principal Account ID: PRI001	Principal Gas, Inc.	Approved	Ashley koerntgen
Agent Account ID: AGE004	Agent Services, Inc.	Approved	ashley koerntgen
<input type="checkbox"/> <u>Non-NFG Entity Agreement?</u>			
Comments:	<input type="text"/>		
			<a href="#">Print Agreement</a>



# Non-NFG Entity Agreement

- Principal and Agent can also agree to a Non-NFG Entity Agency Agreement other than National Fuel's Agency Agreement Form. If Principal and Agent wish to use a Non-NFG Entity Agreement, the Principal SA should check the Non-NFG Entity Agreement box when creating the Agency Agreement (refer to slides 4-9 on how to Create an Agency Agreement).
- The Non-NFG Agency Agreement must be submitted to [NFGSC\\_SYSTEM\\_ADMIN@natfuel.com](mailto:NFGSC_SYSTEM_ADMIN@natfuel.com) for NFG internal review. and approved by an NFG employee before becoming effective.
- The Principal SA and Agent SA approval process is the same (refer to slides 10-13).
- Once approved by both the Principal and Agent SAs, an NFG employee will be required to review and approve the agreed upon Non-NFG Entity Agency Agreement. The Principal SA and Agent SA will get an email notification when the NFG employee approves the agreement. The agreement becomes effective upon NFG employee approval.
- Note if the Principal and Agent have agreed to a Non-NFG Entity Agency Agreement, the Print Agreement button (as explained on slide 14) is not available.

**Agency Agreement**

---

**Agreement Parties**

Agreements must be created by the Principal party.

Agreement ID: NEW      Status: Pending

Principal Account ID: PRI001      Principal Gas, Inc.

Agent Business ID:

Agent Account ID:

Non-NFG Entity Agreement?

Comments:

---

**Agreement Functions**      First 1 of 1 Last

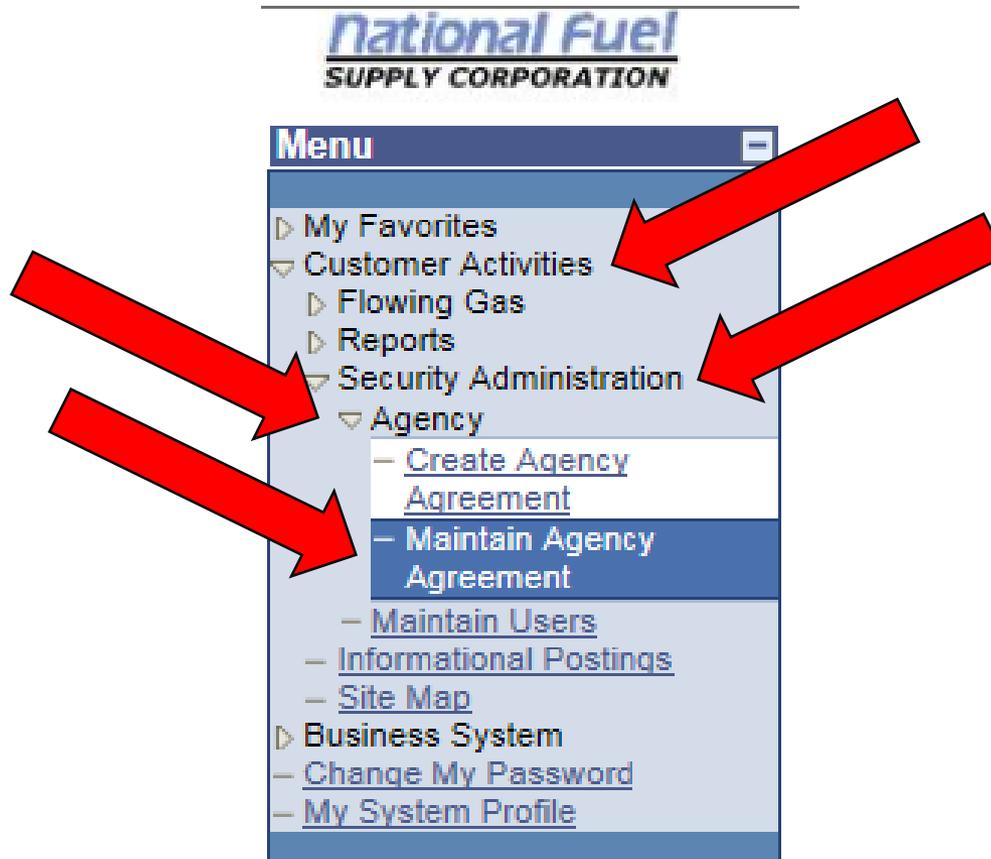
*Function Name		
<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

## General Information

- An Agency Agreement can be terminated by either the Security Administrator of the Principal or the Agent company
- Only one party needs to terminate the Agency Agreement in order for the termination to become effective

# Terminating an Agency Agreement

Click “Customer Activities”, “Security Administration”, “Agency”, “Maintain Agency Agreement”



# Terminating an Agency Agreement

Click “Search” then click on Agency Agreement to be terminated.

## Maintain Agency Agreement

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

### Search Criteria

Agreement ID:

Agency Agreement Status:

Agent Business Entity ID:

Agent Account ID:

Principal Account ID:

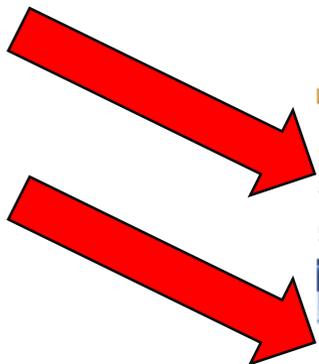
Limit the number of results to (up to 1000):

[Basic Search](#)  [Save Search Criteria](#)

### Search Results

View All First  1-2 of 2  Last

Agreement ID	Agency Agreement Status	Agent Business Entity ID	Agent Account ID	Principal Account ID
<a href="#">10131</a>	<a href="#">Approved</a>	<a href="#">(blank)</a>	<a href="#">AGE004</a>	<a href="#">PRI001</a>



# Terminating an Agency Agreement

Click "Terminate". The Agency Agreement has now been terminated. An automatic email will be generated and sent to the Security Administrator of the counterparty to notify them that the Agency Agreement has been terminated.

**Agency Agreement Maintenance**

---

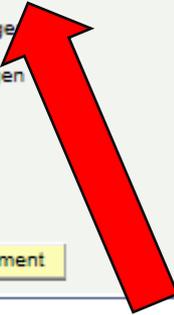
**Agreement Parties**

<b>Agreement ID:</b> 10131	<b>Status:</b> Approved		<a href="#">Terminate</a>
<b>Principal Account ID:</b> PRI001	Principal Gas, Inc.	Approved	Ashley koerntge
<b>Agent Account ID:</b> AGE004	Agent Services, Inc.	Approved	ashley koerntgen

Non-NFG Entity Agreement?

**Comments:**

[Print Agreement](#)



## Still Have Questions?

For any additional questions or assistance, please contact:

- Ashley Rohrich
- [rohricha@natfuel.com](mailto:rohricha@natfuel.com)
- 716-857-7043