



National Fuel Gas Distribution Corporation

Transportation Scheduling System Security Administrator Request Form

The Transportation Scheduling System (TSS) Security Administrator(s) (SA) designated below will be responsible for setting up, maintaining, and managing security for the business party's users. The SA will have the capability to create users, designate user roles, and set up agents for the business party. There is a maximum of two SAs per business party.

Business Party Name

Business Party DUNS

Security Administrator

Add / Remove / Update

First Name

Last Name

Title

Address

City

State

Zip

Work Phone

Cell/24hr Phone

Email Address

Date

Approval

The person signing below represents and warrants that he or she has the authority to authorize the appointment of the representative business party specified above in the request as SA.

Approved by (print name)

Approver's Signature

(NOTE: Must be an Officer/Partner/Managing Member of the Business Party)

Title

Date

Please email completed form to TSSsupport@natfuel.com. Contact the TSS Help Desk at (716)857-7232 or by email to TSSsupport@natfuel.com with any questions or concerns. Once the TSS Help Desk receives the completed Security Administrator Request Form, the SA will be set up in TSS. The SA will then receive an email instructing them to contact the TSS Help Desk for their temporary password and assistance with logging into the system.