



New Business Associates

Training Module

This module is designed to assist you in becoming a Business Associate (BA) on the Transco 1Line system.



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Important Information – Please Read

The information provided herein is for informational purposes only and does not modify any provision in Transco's FERC Gas Tariff. If a conflict exists between this information and Transco's FERC Gas Tariff, the provisions in Transco's FERC Gas Tariff apply. Transco makes no representation or warranty as to the completeness or accuracy of this information. Transco shall not be liable for any informational errors, incompleteness, or delays, or for any actions taken in reliance on this information.

To review the tariff language specific to any topic, go to [Transco's Informational Postings page](#), and select Tariff from the left-hand navigation menu.

Overview

A Business Associate (BA) is the title given to customers in Transco's 1Line System. This introduction covers the forms that must be filled out, and the steps to follow, to be set up as a BA on the 1Line system. All BAs must fill out the **Business Associate Online Form** and the **Credit Application Online Form** if they are transporting gas.

If the BA is electing to use an agent, then the **Agency/Appointment Form** must also be completed.

If the BA/Delivery Point Operator is designating another party to be responsible for any allocations of Swing Service Overtakes (SSO)/Unauthorized Overrun (OVR) or Unauthorized Takes (UNAT) quantities, then the **Delivery Point Operator Designation Form** must be completed.

Setting Up a New Business Associate ID (BAID)

To gain access to 1Line, BAs must request an ID. This will allow you to create an account in 1Line for your company and to add users to it. To initiate the setup process for a BA, you must follow these steps:

1. Go to the [Williams Portal Page \(www.1line.williams.com\)](http://www.1line.williams.com)
2. Under **Transco**, select **Info Postings**

Welcome to 1Line

1Line relies upon customer input and involvement as we strive to be a highly efficient system for performing business transactions. We look forward to your continued feedback on ways we can improve our electronic services.

News From Williams [VIEW THE NEWS ARCHIVE >](#)

12/20/2022	Williams Outpaces Industry Across Key Sustainability Rankings in 2022
12/15/2022	Williams to Acquire MountainWest Natural Gas Transmission and Storage Business from Southwest Gas Holdings, Inc.
12/08/2022	Williams Executes Agreements with Coterra and Dominion Energy for Delivery of Full-Value Chain Certified Low Emission Next Gen Gas
11/15/2022	Williams Enters Heads of Agreement with Sempra Infrastructure to Integrate LNG Value Chain Capabilities
10/31/2022	Williams Reports Higher Third-Quarter Earnings Driven by Strong Business Fundamentals, and

TRANSCO

[Info Postings](#) [Customer Activities](#)

PINE NEEDLE

[Info Postings](#) [Customer Activities](#)

GULFSTREAM

[Info Postings](#) [Customer Activities](#)

CARDINAL

[Customer Activities](#)

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3. Select Resources>Agreements/Forms > Business Associate Online Form

The screenshot shows the Williams Transco 1Line Portal interface. At the top, there is a navigation bar with the date 'MONDAY - JANUARY 9, 2023' and several menu items: '1Line', 'Customer Info', 'Expansions', 'Resources', 'Safety', and 'Subscriptions'. Below this is a sidebar with 'INFORMATIONAL POSTINGS' and a list of categories like Capacity, Gas Quality, etc. The main content area displays 'Pipeline Conditions' with a posting date of 01/06/2023. A dropdown menu is open under 'Resources', showing 'Agreements / Forms' selected. Within this menu, 'Business Associate Online Form' is highlighted with a yellow box and a yellow arrow points to it. Other items in the menu include Agency Appointment Form, Agreements Requiring Electronic Execution, Online Credit Application Form, etc.

The screenshot shows the 'New Business Associate Form' page. The title is 'New Business Associate Form' with the subtitle 'including access to 1Line'. The form is divided into sections: 'COMPANY', 'Physical Address', 'Mailing Address', and 'Telephone'. The 'COMPANY' section includes fields for 'Reason for Request' (a dropdown menu), 'Party Type' (set to 'End User'), 'Company Legal Name', 'State of Incorporation' (a dropdown menu), 'Legal Entity Type' (set to 'Corporation'), 'DUNS Number', and 'Federal Tax ID'. A note states: '* Please email a copy of your W-9 to: wgp-transco@williams.com'. The 'Physical Address' section includes fields for 'Physical Address', 'City', 'State' (a dropdown menu), 'Zip', and 'Country' (set to 'USA'). The 'Mailing Address' section includes fields for 'Mailing Address', 'City', 'State' (a dropdown menu), 'Zip', and 'Country' (set to 'USA'). The 'Telephone' section includes fields for 'Telephone Number' and 'Fax Number'. At the bottom, there is a question: '(Optional) What is the nature/geographical region of your business with the pipeline?'. The page also has a navigation sidebar on the left and a date 'MONDAY - JANUARY 9, 2023' at the top.

4. Fill out the form and **Submit Form** online.

After the form has been submitted, the BA will be contacted by a Commercial Services Representative. The Representative will ask for additional information that will be needed to complete the setup process in the 1Line System.

Upon successful completion of the process, a Business Associate ID number (BAID) will be assigned to your company. Employees that were designated on the **New Business Associate** form will be assigned User IDs and temporary passwords. The company will be assigned a Customer Services Representative to assist with FT contracts and Capacity Release, as well as a Commercial Services Representative to assist with IT Contracts, Pooling contracts, Nominations, Imbalance Resolution and Invoicing. The first user from a new customer to login to 1Line will be asked to accept the **1Line Form of Service Agreement**.

Credit

Credit worthiness is subject to the terms of Transco's FERC Gas Tariff as outlined in Section 32 of the General Terms and Conditions. It is necessary for each BA to provide credit information. To do this, new BAs must fill out an **Online Credit Application Form**.

These are the following steps to complete the form:

1. Go to the [Williams Portal Page](http://www.1line.williams.com) (www.1line.williams.com)
2. Under **Transco**, select **Info Postings**
3. Select **Resources > Agreements/Forms > Online Credit Application Form**

> Agreements / Forms

[Online Credit Application Form](#)

Williams Gas Pipeline Company

Transcontinental Gas Pipe Line Company, LLC

Credit Application Instructions

Dear Prospective Customer,

Effective September 1, 2005, the Federal Energy Regulatory Commission ("FERC") adopted the North American Energy Standards Board ("NAESB") Creditworthiness Standards. As a result Transportation Service Providers (TSPs) are now required to request and provide certain information relating to a Service Requesters (SRs) creditworthiness. In order for the TSP to be able to perform the mandatory creditworthiness review it is required that you to provide the following items:

- Completed Credit Application. (See below.)
- Current interim financial statements of applicant. (Requests for financial information will occur on a continuing basis.)
- The most recent two years of the annual audited financial statements of the applicant and/or the parent company if appropriate. If audited statements are not available an officer must provide a written attestation to the validity of the statements provided.
- The most recent 10K of the applicant and/or parent company if appropriate.
- Three trade references.
- Provide contact information for up to two (2) Credit representatives (must provide email addresses for notifications) on the following application.

Thank you for your cooperation. Please send all requested information to Credit Department at the address listed below. In addition, if you have any questions, you may contact:

Williams Gas Pipeline
Credit Department
One Williams Center, 50th Floor
Tulsa, OK 74172

CreditDepartment@williams.com

918-573-5015 (Credit Hotline)

Note: All financial information will be kept confidential and will only be used for the determination of creditworthiness. If you require, a Confidentiality Agreement can be executed.

Transco

Credit Application

Estimated
begin date for
transportation
service:
Parent

MM/DD/YEAR

Estimated
volume (Dths)

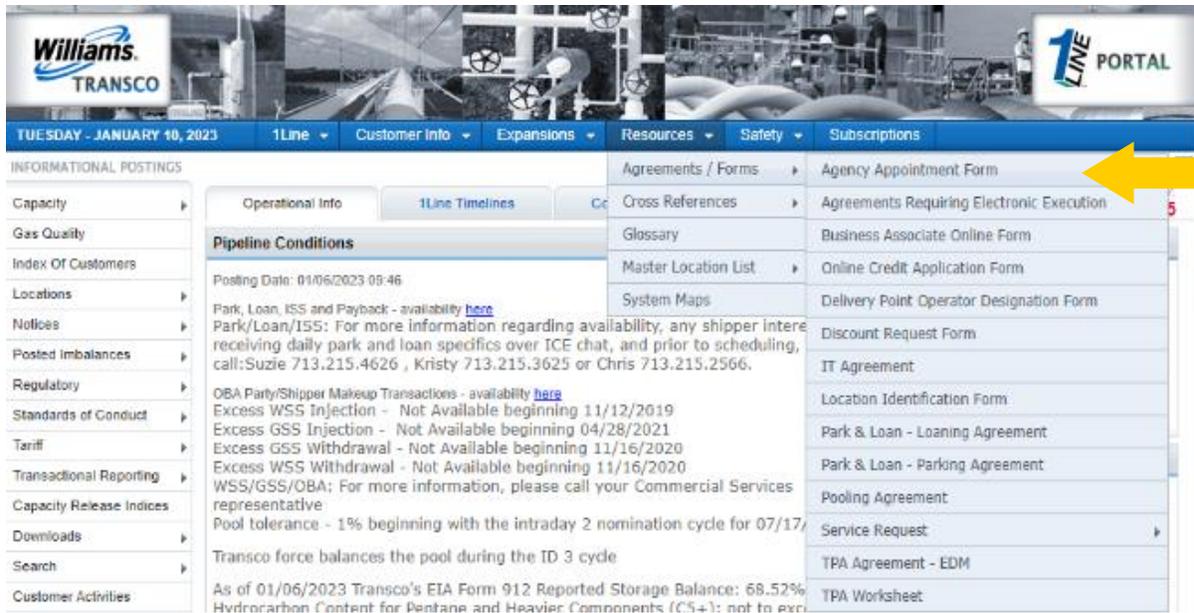
4. Fill out the form and **Submit Form**.

Agency Agreements

Customers who wish to appoint an agent to act on their behalf must fill out and execute the **Agency Appointment Form**.

These are the following steps to complete the form:

1. Go to the [Williams Portal Page](http://www.1line.williams.com) (www.1line.williams.com)
2. Under Transco, select **Info Postings**
3. Select **Resources>Agreements/Forms>Agency Appointment Form**



4. Form must be filled out, signed by both parties, and sent to your Transco Commercial Services Representative.
5. The Transco Commercial Service Representative enters the information into 1Line, and then the Agent can perform activities in 1Line on behalf of the customer or shipper.



AGENCY APPOINTMENT FORM



Transcontinental Gas Pipe Line Company, LLC ("Transporter") and _____,
CUSTOMER'S LEGAL NAME

("Customer" or "Shipper") are parties to one or more agreements under which Customer desires to appoint an agent to perform certain functions as specified herein.

Customer hereby appoints _____ ("Agent") as its agent
AGENT'S LEGAL NAME

and representative to act on behalf of Customer under the following contracts (the "Contracts") for the specific functions identified below.

Customer/Shipper Business Associate Number: _____

Agent Business Associate Number: _____

I. CONTRACTS

CUSTOMER APPOINTS AGENT FOR THE FOLLOWING CONTRACTS*:

- Checkboxes for contract types: All existing AND future contracts for the below, All existing contracts (not future) for the below, Transportation, Storage, Park & Loan, Pooling.

Specific Contract(s):

Table with 2 columns: Contract Number, Contract Type. Includes blank lines for entry.

* Note:

- Agency appointments for Retrograde BTU Replacement Contracts must be made by identifying the specific BTU Replacement Contracts above, and will not apply to future Retrograde BTU Replacement Contracts.
Agency appointments for Overrun Charge and Swing Service Overtakes Contracts must be made by identifying the specific Overrun Charge and Swing Service Overtakes Contracts above, and will not apply to future Overrun Charge and Swing Service Overtakes Contracts.
Agency appointments for Unauthorized Takes Contracts must be made by identifying the specific Unauthorized Takes Contracts above, and will not apply to future Unauthorized Takes Contracts.

Delivery Point Operator Designation

Delivery point operators who wish to designate a party to be responsible for any allocations of Swing Service Overtakes/Unauthorized Overrun or Unauthorized Takes quantities at the delivery location specified. There are 2 types of designations:

- Swing Service Overtake (SSO)/Unauthorized Overrun (OVR)

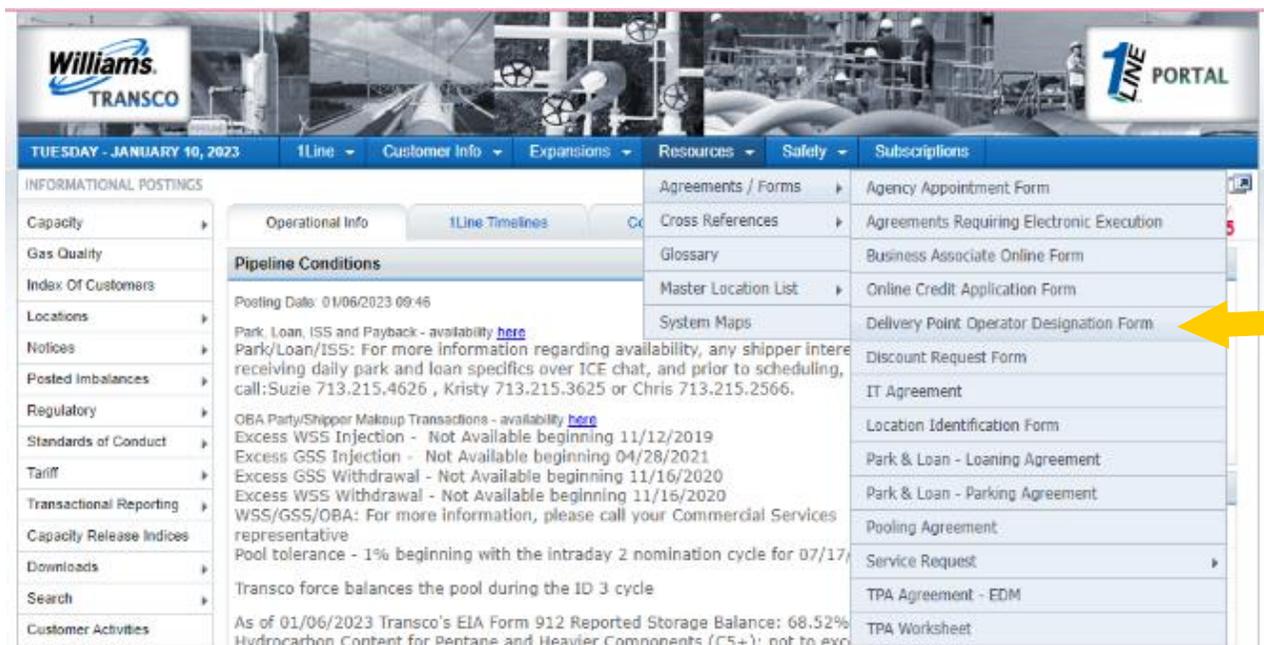
Unauthorized Overrun occurs when the gas measured at a Swing Service Delivery Point (LDC) is greater than the scheduled quantity (Tariff Section 18 of the GT&C). The gas is allocated to the delivery point operator's Swing Service Overtake (SSO) contract (If SSO is available for that day) or their Unauthorized Overrun (OVR) contract.

- Unauthorized Takes (UNAT)

Unauthorized Takes occurs when gas has been taken off Transco's system at a delivery location where there is no scheduled or confirmed quantity. The gas is allocated to the delivery point operator on their Unauthorized Takes (UNAT) contract. (Tariff Section 18.7 of the GT&C)

These are the following steps to complete the form:

1. Go to the [Williams Portal Page](http://www.1line.williams.com) (www.1line.williams.com)
2. Under **Transco**, select **Info Postings**
3. Select **Resources>Agreements/Forms>Delivery Point Operator Designation**





**DELIVERY POINT OPERATOR DESIGNATION OF QUANTITIES -
SWING SERVICE OVERTAKES AND UNAUTHORIZED DAILY OVERRUNS,
OR UNAUTHORIZED TAKES**



_____/_____, ("Operator") is operator of the following delivery points (s) where gas is
OPERATOR'S LEGAL NAME / BAID
taken from the Transcontinental Gas Pipe Line Company, LLC ("Transporter" or "Seller") system.

Location ID	Location Name
_____	_____
_____	_____
_____	_____

Pursuant to Section 18.2 of the General Terms and Conditions (GT&C) of Seller's FERC Gas Tariff (the Tariff), for each delivery point identified above, Operator hereby designates _____/_____ ("Buyer")
BUYER'S LEGAL NAME / BAID
as the party to which any Swing Service Overtake and Unauthorized Daily Overrun, or Unauthorized Take quantities shall be allocated pursuant to Section 18 of the GT&C of the Tariff.

By execution hereof, Buyer accepts the Operator's designation and agrees to be responsible for any Swing Service Overtake and Unauthorized Daily Overrun, or Unauthorized Take quantities allocated at each delivery point identified above.

Subject to the terms of Section 18.2 of the GT&C of the Tariff, Operator's designation shall become effective on gas day _____, 20____, and shall remain in effect thereafter until terminated as provided herein.

Either Operator or Buyer may terminate this designation by giving written notice to Transporter; provided, however, subject to the provisions of the next sentence hereof, such termination will become effective on the day notice is received by Transporter. As provided in Section 18.2 of the GT&C of the Tariff, changes to Operator's designation for a prior gas day shall be permitted only if Transporter and all other affected parties agree to the resulting prior period adjustment. This designation shall automatically terminate in the event that Buyer no longer has interruptible or firm transportation or storage agreement(s) with delivery rights at the applicable delivery point effective on the date that Buyer no longer has such interruptible or firm transportation or storage agreement(s).

Accepted and agreed this _____ day of _____, _____.

_____ OPERATOR	_____ BUYER
By _____	By _____
Name _____	Name _____

- Form must be filled out, signed by both parties, and sent to your Transco Commercial Services Representative.

Please contact your Commercial Services Representative with any New BA questions.