



New Business Associates

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

Transco

New Business Associates

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New Business Associates

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, in order 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)


In order 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](http://www.1line.williams.com) (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.



*Ingenuity takes energy™*


WGP EXPANSION PROJECTS


NEWS FROM WILLIAMS


7/25/2011	Williams Partners Raises Per-Unit Cash Distribution to 73.25 Cents for Second-Quarter 2011
7/20/2011	Williams Declares Common Dividend
7/15/2011	Williams Responds to Southern Union's Decision to Engage in Discussions
7/14/2011	Williams Announces Revised Proposal to Acquire Southern Union for \$44.00 per Share in Cash
7/11/2011	Williams Partners Receives FERC Approval to Provide Additional Natural Gas Service to Mid-Atlantic by 2012
7/7/2011	Williams Partners Announces Schedule for Reporting Second-Quarter Financial Results
7/7/2011	Williams Announces Schedule for Reporting Second-Quarter Financial Results


[News Archives >>](#)

WMB \$30.94 ▲ 0.32 1.05%

Transco

Info Postings Customer Activities

Pine Needle

Info Postings Customer Activities

Gulfstream

Info Postings Customer Activities

Cardinal

Info Postings 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's a banner with the Williams Transco logo and a '1LINE PORTAL' logo. Below the banner is a navigation bar with tabs: FRIDAY - NOVEMBER 15, 2013, 1Line, Customer Info, Expansions, Resources, Safety, and Subscriptions. The 'Resources' tab is selected, and a dropdown menu is open, showing 'Agreements / Forms' as the active selection. Below this, a list of links is displayed: 1Line Service Agreement, 1Line Testing and Training Agreement, Agency Appointment Form, Agreements Requiring Electronic Execution, and Business Associate Online Form. A yellow arrow points to the 'Business Associate Online Form' link.

The screenshot shows the 'New Business Associate Form' with the subtitle 'including access to 1Line'. The form is divided into sections: COMPANY, Physical Address, Mailing Address, and Telephone/Fax. The 'COMPANY' section includes fields for Reason for Request (Select One), Party Type (End User), Company Legal Name, State of Incorporation (Please Select), Legal Entity Type (Corporation), DUNS Number, Federal Tax ID, and a note to email a copy of the W-9 to wgp-transco@williams.com. The 'Physical Address' section includes fields for Address, City, State (Please Select), Zip, and Country (USA). The 'Mailing Address' section includes fields for Address, City, State (Please Select), Zip, and Country (USA). The 'Telephone' section includes fields for Number and Fax Number. There is also a checkbox for 'Transco, Pine Needle, Cardinal or Gulfstream Affiliate?' with Yes/No options. On the left side of the form, there is a sidebar with a list of links: Capacity, Gas Quality, Index Of Customers, Notices, Posted Imbalances, Standards of Conduct, Tariff, Transactional Reporting, Capacity Release Indices, Marketing Services Contacts, Downloads, Search, Customer Activities, and Site Map. Below the sidebar is a logo for 'NAESB Certified' and 'WGQ Version 1.9'.

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

After the form has been submitted, the BA will be contacted by a Transportation 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 Transportation 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**

The screenshot displays the Williams Transco 1Line Portal interface. The top navigation bar includes links for 1Line, Customer Info, Expansions, Resources, Safety, and Subscriptions. The main content area is divided into two columns. The left column, titled 'INFORMATIONAL POSTINGS', lists various notices and documents. The right column, titled 'Agreements / Forms', lists various forms and documents. A yellow arrow points to the 'Online Credit Application Form' link in the 'Agreements / Forms' section.

Notice Type	Posted Date/Time	Notice Effective Date/Time	Notice End Date/Time	Notice ID	Notice Title
Phone	11/14/2013 07:52:20 CST	11/15/2013 16:00:00 CST	11/17/2013 21:00:00 CST		
Other	11/13/2013 15:02:47 CST	11/13/2013 15:02:47 CST	03/18/2014 01:00:00 CDT	5413980	Changes to 1Line 11/13/2013
Storage / EIA Form 912	11/11/2013 07:32:03 CST	11/11/2013 07:32:03 CST	11/18/2013 00:00:00 CST	5409114	EIA Reported Storage Balance
Phone	11/07/2013 08:51:27 CST	11/08/2013 16:00:00 CST	11/10/2013 21:00:00 CST	5402857	Weekend Duty November 8-10, 2013
PTR	11/06/2013 10:28:55 CST	11/01/2013 00:00:00 CDT	11/30/2013 00:00:00 CST	5401269	REVISED - Kaplunov's PTR for November 1-3, 2013
Cap Rel / Fed Holidays	11/05/2013 15:44:28 CST	10/14/2013 00:00:00 CDT	12/31/2013 00:00:00 CST	5399813	Upcoming 2013 FERC Holiday Schedule
Rates - Chgs	11/04/2013 17:30:16 CST	11/04/2013 17:30:16 CST	12/31/2014 00:00:00 CST	5385772	S-2 Rate Change Effective 11/04/2013
Cash Out	11/04/2013 07:58:47 CST	11/04/2013 00:00:00 CST	12/01/2013 00:00:00 CST	5394538	Cashout Indices - November 1-3, 2013
Storage / EIA Form 912	11/04/2013 07:09:25 CST	11/04/2013 07:09:25 CST	11/11/2013 00:00:00 CST	5396708	EIA Reported Storage Balance
Other	10/31/2013 16:52:49 CDT	10/31/2013 16:52:49 CDT		5390823	FERC W-1000
Phone	10/31/2013 07:42:11 CDT	11/01/2013 16:00:00 CDT	11/03/2013 21:00:00 CST	5389571	Weekend Duty Schedule for November 1-3, 2013
PTR	10/28/2013 15:03:37 CDT	11/01/2013 00:00:00 CDT	11/30/2013 00:00:00 CST	5384189	Terrebone PTR % for November 1, 2013
Storage / EIA Form 912	10/28/2013 11:30:26 CDT	10/28/2013 11:30:26 CDT	11/04/2013 00:00:00 CST	5383336	EIA Reported Storage Balance

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 Whitney Wiener at the address listed below. In addition, if you have any questions, you may contact:

Williams Gas Pipeline
Whitney Wiener
Manager - Finance
2800 Post Oak Blvd
Houston, TX 77056

Whitney.H.Wiener@williams.com

713-215-3088 (direct)

713-215-3645 (Credit Hotline)

713-215-3648 (Fax)

Williams Gas Pipeline
Elvira Saenz
Financial Analyst II
2800 Post Oak Blvd
Houston, TX 77056

WGPHOUTreasury-Credit@williams.com

713-215-3381 (direct)

713-215-3645 (Credit Hotline)

713-215-3648 (Fax)

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.

Williams Transco	
1LINE CONTACT CUSTOMER INFO EXPANSIONS REGULATORY RESOURCES SAFETY	
INFORMATIONAL POSTINGS	
Capacity	you require, a Confidentiality Agreement can be executed.
Gas Quality	
Index Of Customers	
Notices	
Posted Imbalances	
Standards of Conduct	
Tariff	
Transactional Reporting	
Capacity Release Indices	
Marketing Services Contacts	
Downloads	
Search	
Customer Activities	
Site Map	
Transco Credit Application	
Estimated begin date for transportation service: MM/DD/YEAR	Estimated volume (Dths)
Parent Guaranty template requested: yes <input type="checkbox"/> no <input type="checkbox"/>	Type of service to be requested: Type of Service
Parent will be responsible for credit: yes <input type="checkbox"/> no <input type="checkbox"/>	
Applicant:	
Company Name	Company Address
City	State
Area Code & Phone Number	DUNS Number
	Federal Tax ID Number
Financial / Credit Contact	
Name	Title
City	State

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**

The screenshot displays the Williams 1Line Portal interface. The top navigation bar includes the Williams Transco logo, the date 'FRIDAY - NOVEMBER 15, 2013', and several menu items: '1Line', 'Customer Info', 'Expansions', 'Resources', 'Safety', and 'Subscriptions'. The 'Resources' menu is expanded, showing a list of categories: 'Agreements / Forms', 'Constraint Points', 'Cross References', 'Glossary', 'Master Location List', and 'System Maps'. The 'Agreements / Forms' category is further expanded, listing various forms such as '1Line Service Agreement', '1Line Testing and Training Agreement', 'Agency Appointment Form', 'Agreements Requiring Electronic Execution', 'Business Associate Online Form', 'Online Credit Application Form', 'Delivery Point Operator Designation Form', 'Discount Request Form', 'IT Agreement', 'Location Identification Form', 'Park & Loan - Loaning Agreement', 'Park & Loan - Parking Agreement', 'Pooling Agreement', 'Service Request', 'TPA Agreement - EDM', 'TPA Agreement - FTP', and 'TPA Worksheet'. A yellow arrow points to the 'Agency Appointment Form' link. The left sidebar contains a list of informational postings, including 'Capacity', 'Gas Quality', 'Index Of Customers', 'Notices', 'Posted Imbalances', 'Regulatory', 'Standards of Conduct', 'Tariff', 'Transactional Reporting', 'Capacity Release Indices', 'Downloads', 'Search', 'Customer Activities', and 'Site Map'. The main content area displays 'Operational Information' and '1Line Timelines' tabs, with the '1Line Timelines' tab selected. Below the tabs, there is a section for 'Pipeline Conditions' with a posting date of 11/14/2013 13:09, and a section for 'Operationally Available Tools' with links to 'Operational Capacity' and 'Swing Service Delivery Points'.

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

If you have any questions, please contact a Transco Representative. For a list of contacts, click [here](#).



AGENCY APPOINTMENT FORM

Transcontinental Gas Pipe Line Company, LLC ("Transporter") and _____
("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 and representative
AGENT'S LEGAL NAME
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. CUSTOMER APPOINTS AGENT FOR THE FOLLOWING CONTRACTS:

- _____ All existing and future Transportation, Storage, Park & Loan and Pool Contracts
- _____ All existing Transportation, Storage, Park & Loan and Pool Contracts (not future Contracts)
- _____ The specific Contract(s) listed below*:

<u>Contract Number</u>	<u>Contract Type</u>
_____	_____
_____	_____
_____	_____

* 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 future Retrograde BTU Replacement Contracts must be made through use of an additional agency appointment form.
- 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 future Overrun Charge and Swing Service Overtakes Contracts must be made through use of an additional agency appointment form. Only a Swing Service Delivery Point Operator may make an agency appointment for 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. Agency appointments for future Unauthorized Takes Contracts must be made through use of an additional agency appointment form. Only a Production Facility or Pipeline Interconnect Delivery Point Operator may make an agency appointment for an Unauthorized Takes Contract.

ON THE ABOVE IDENTIFIED CONTRACTS, CUSTOMER APPOINTS AGENT FOR THE FOLLOWING FUNCTIONS:

- ☐ Conducting Imbalance Trades
- ☐ Payment and Refund of Billable Party Commodity/Interest
- ☐ Payment and Refund of Billable Party Demand Charges
- ☐ Payment and Refund of Cash-out Charges (Note: To grant this function Customer/Shipper must also grant the function(s) of Conducting Imbalance Trades AND/OR Payment and Refund of Billable Party Commodity/Interest)
- ☐ Viewing Invoices

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**

The screenshot shows the Williams Transco 1Line Portal. The top navigation bar includes 'FRIDAY - NOVEMBER 15, 2013', '1Line', 'Customer Info', 'Expansions', 'Resources', 'Safety', and 'Subscriptions'. The left sidebar contains 'INFORMATIONAL POSTINGS' with links like Capacity, Gas Quality, Index Of Customers, Notices, Posted Imbalances, Regulatory, Standards of Conduct, Tariff, Transactional Reporting, Capacity Release Indices, Downloads, Search, Customer Activities, and Site Map. The main content area is divided into 'Operational Information' and '1Line Timelines'. The 'Operational Information' section includes 'Pipeline Conditions' with a posting date of 11/14/2013 13:09 and various notices. The 'Operational Information' section also includes 'Operational Capacity' and 'Swing Service Delivery Points' with maps. The right-hand menu lists various forms and agreements, with 'Delivery Point Operator Designation Form' highlighted by a yellow arrow. The bottom right corner shows a revision date of 10/17/2013 07:50:20 AM.

4. Form must be filled out, signed by both parties, and sent to your Transco Customer Services Representative or Transportation Services Representative.

If you have any questions, please contact a Transco Representative. For a list of contacts, click [here](#).

- Capacity ▸
- Gas Quality
- Index Of Customers
- Notices ▸
- Posted Imbalances ▸
- Standards of Conduct ▸
- Tariff ▸
- Transactional Reporting ▸
- Capacity Release Indices
- Marketing Services
Contacts
- Downloads ▸
- Search ▸
- Customer Activities
- Site Map

NAESB Certified



WGQ Version 1.9



**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