



Black Hills Service Company, LLC (“Black Hills Energy”)

QPTM User Access Request Form

Business Party #: _____

Company Name: _____
 (Please provide the entire legal name of the company you work for)

Primary Contact (Required):

Please enter the name of the primary contact individual that will be the designated QPTM security contact for your Company/Department to handle security questions regarding QPTM.

Name: _____ Phone #: _____

Department: _____ Fax #: _____

Individual User Request:

Name: _____ Phone #: _____

Title: _____ Fax #: _____

Address: _____ Email: _____

Security: A Logon ID must be set up for each **INDIVIDUAL**.

Requested Entity: Select the entity or entities for which specified access is desired (separate QPTM User Access Request forms need to be completed for each entity where a different level of access is needed):

TRANSPORTATION PIPELINE SYSTEM		JURISDICTION	ENTITY
<input type="checkbox"/>	TSP 17	Western Nebraska	Black Hills/Nebraska Gas Utility Company, LLC
<input type="checkbox"/>	TSP 22	Arkansas Valley, Colorado	Black Hills Colorado Gas, Inc. d/b/a Black Hills Energy
<input type="checkbox"/>	TSP 30	Torrington Division	Black Hills Wyoming Gas, LLC d/b/a Black Hills Energy
<input type="checkbox"/>	TSP 32	Casper Division	Black Hills Wyoming Gas, LLC d/b/a Black Hills Energy
<input type="checkbox"/>	TSP 48	Arkansas	Black Hills Energy Arkansas, Inc. d/b/a Black Hills Energy
<input type="checkbox"/>	TSP 58	Wattenberg, Colorado	Black Hills Colorado Gas, Inc. d/b/a Black Hills Energy
<input type="checkbox"/>	TSP 61	Rocky Mountain Natural Gas	Rocky Mountain Natural Gas LLC
<input type="checkbox"/>	TSP 207	Black Hills Shoshone Pipeline	Black Hills Shoshone Pipeline, LLC
<input type="checkbox"/>	TSP 502	Cheyenne Division	Black Hills Wyoming Gas, LLC d/b/a Black Hills Energy
<input type="checkbox"/>	TSP 504	Kansas	Black Hills/Kansas Gas Utility Company, LLC
<input type="checkbox"/>	TSP 505	Iowa	Black Hills/Iowa Gas Utility Company, LLC
<input type="checkbox"/>	TSP 506	Eastern Nebraska	Black Hills/Nebraska Gas Utility Company, LLC
<input type="checkbox"/>	TSP 508	Central Area, Colorado	Black Hills Colorado Gas, Inc. d/b/a Black Hills Energy
<input type="checkbox"/>	TSP 509	Cody Division	Black Hills Wyoming Gas, LLC d/b/a Black Hills Energy
<input type="checkbox"/>	TSP 522	Gillette Division	Black Hills Wyoming Gas, LLC d/b/a Black Hills Energy

Requested Functionality: Indicate desired function level. Check all that apply:

SHIPPER LEVEL (Select One)		POINT OPERATOR LEVEL (Select One)		MARKETER LEVEL (Select One)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UPDATE	VIEW ONLY	UPDATE	VIEW ONLY	UPDATE	VIEW ONLY
Submit Nominations	View Nominations			Update Nominations	View Nominations
Submit Pre-determined Allocations	View Pre-determined Allocations	Submit Pre-determined Allocations	View Pre-determined Allocations		
View Confirmations	View Confirmations	View Confirmations	View Confirmations	View Confirmations	View Confirmations
View Allocated Quantities	View Allocated Quantities	View Allocated Quantities	View Allocated Quantities	View Allocated Quantities	View Allocated Quantities
View Imbalances	View Imbalances			View Imbalances	View Imbalances
View Invoices and Available Reports	View Invoices and Available Reports			View Invoices and Available Reports	View Invoices and Available Reports
		View Flowing Gas Quantities from the Operator Point Inquiry Screen	View Flowing Gas Quantities from the Operator Point Inquiry Screen		
				Submit Enrollment	View Enrollment
				Submit Enrollment Request	View Enrollment Request
				Submit Usage History	View Usage History

If you are a new applicant to QPTM, please return the executed Access Request Agreement Form and the completed QPTM User Access Request via email or USPS to:

Gas Scheduling (bhuhgasscheduling@blackhillscorp.com)
 Black Hills Energy
 1515 Arapahoe St. Tower 1, Ste. 1200
 Denver, CO 80202

If your company is an existing subscriber, you will need to submit only the User Access Request Form. **USER SECURITY REQUESTS/AGREEMENTS SUBMITTED WITHOUT THE APPROPRIATE APPROVAL SIGNATURE WILL BE RETURNED.**

Signature

By: _____

Name: _____

Title: _____

**ACKNOWLEDGMENT OF RESPONSIBILITY
(YOU MUST READ AND SIGN THE FOLLOWING AND RETURN WITH THE FIRST PAGES)**

Your user identification code (USER ID) and password provide you the ability to use Black Hills Service Company, LLC's Quorum Pipeline Transactional Management System (QPTM) and other electronic services. Information stored in and/or processed in QPTM is proprietary information and is confidential in nature. It is extremely important that you are aware of your responsibilities regarding access to QPTM and regarding the access, use, and disclosure of confidential information.

"CONFIDENTIAL INFORMATION" includes all information which relates to Black Hills Service Company, LLC's or Transporters' past, present, and future research, development, and business activities. This includes, but is not limited to, computerized data, methods, techniques, and documentation relating to QPTM. All confidential information is considered proprietary in nature. You may not reproduce, disclose or otherwise make any confidential information available to any other company, corporation or individual.

Your USER ID and password are confidential and are intended for your use **only**. Your USER ID and password identify your company and function(s) related to QPTM access. You are not allowed to disclose your USER ID and password to anyone. They uniquely identify you. You will be held responsible for any security breach traceable to your USER ID and password.

You should request that Black Hills Gas, LLC change your USER ID and password whenever you suspect that an unauthorized person may know your current USER ID and password.

Use of QPTM is restricted to transactions with Black Hills Service Company, LLC and approved Black Hills Service Company, LLC-operated pipelines.

You may access only data for which you have specific authorization. You may **not** access the data of subsidiaries, affiliates or companies for whom you have an agency relationship unless **supporting legal documentation** (Delegation Form) has been provided to Black Hills Service Company, LLC. All access attempts, both successful and unsuccessful, are recorded.

USER IDs that are inactive for 90 days may be automatically suspended. If your USER ID is suspended, you must contact Black Hills Service Company, LLC's QPTM personnel to have your USER ID reinstated. Your USER ID is issued to you on the agreement that you are representing the shipper you stated on the front of this form. You may not use this USER ID to access QPTM if you leave the employment of the company that you stated.

Users who violate the terms of this **ACKNOWLEDGMENT OF RESPONSIBILITY** may be subject to legal action appropriate to the severity of the violation.

I HAVE READ, FULLY UNDERSTAND, AND AGREE TO THE ABOVE STATEMENTS.

User's Name: _____
(Please Print)

User's Signature: _____

Date: _____