



EVERSOURCE Nominations Portal Marketers Application User Manual

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EVERSOURCE Nominations Portal Marketers Application User Manual



1. Welcome

We welcome our business partners to the Eversource Nominations Portal (ENP). The purpose of this web site is

to offer relevant information and secure electronic services to you through the World Wide Web. This web site will be used to:

- Enter and Edit Daily Nominations
- Provide you with access to your Marketer Usage Information
- Manage and Approve Nominations

1.1. Navigation

To Navigate to the Eversource Nominations Portal, go to nominations.eversource.com

1.2. Hardware and Software Requirements

- This site is best to run on Google Chrome. To use Internet Explorer, you must turn on Compatibility Mode
- Compatibility Mode is found under the TOOLS menu

2. New Users

1. Access Request

There is a two-step process to get access to the Eversource Nominations Portal (ENP).

- External Marketers must receive an Eversource Azure Active Directory Account (AAD).
- To receive an Azure Active Directory account, please contact your Eversource End User Transportation Team: ee_eut_ma@eversource.com

Include the following information for the new user:

- First Name
- Last Name
- Current Business Email Address
- Marketer Group Name
- Once the Marketer is approved and added by the development team to their correct Marketer group, they will be able to sign in using their Eversource credentials

The image displays two sequential screenshots of the Eversource login interface. The first screenshot shows the 'Sign in' page, featuring the Eversource logo, the text 'Sign in', an email address field with 'christopher.stourmaras@guests.eversource.com', a 'Can't access your account?' link, and 'Back' and 'Next' buttons. The second screenshot shows the 'Enter password' page, featuring the Eversource logo, a back arrow and email address 'christopher.stourmaras@eversource.com', the text 'Enter password', a password field, a 'Forgot my password' link, and a 'Sign in' button.

2. Contact Us

- Any questions regarding the portal, please contact us: EEGasTrading&Scheduling@eversource.com

3. Layout of Site

- When users sign in to ENP, they will navigate to the Home Splash page with the following features:
- Left panel page navigation, which contains the following:
- Name and marketer the user is associated with
- Pages available to user with ability to toggle between pages
- Main section with editable field
- Ability to select operating company if user is associated with more than one operating company
- Ability to log out by clicking downward arrow from top right-hand side of page



4. Enter Nomination Page

How to Enter a Nomination

- Marketers must be signed in via AAD and go to nominations.eversource.com/nominations/create.
- Marketers can also use the left panel and go to “Enter Nominations” page.
- The user must fill in all the information on the page – green/red marks will appear depending on if the field is filled in properly.
- If the Marketer is adding a multi-day nomination, a “help text” will appear with a calculation for the number of days the proposed nomination is being added for.
- When user chooses a Pipeline, the Region field will only show associated region options, for the selected pipeline.
- For Gate stations, there will be a selected list of options based on the Region selected.
- When user chooses Gate Station first, Region and Pipeline will be automatically populated with associated Region and Pipeline.

EVERSOURCENominations

Operating Company: EDGA

Hafsa Patel
VENUE - TOWNSHIP, INC.
CONVEYANCE AND TRANSPORT
GAS DIVISION USE

Navigation: Home, Nominations, View Nominations

Create New Nomination

Market: Convection

Contact Name: Hafsa Patel

Req Date: 08/24/2022

End Date: 08/24/2022

Nomination Type: Pipeline

Prod: Daily

Pipeline: Algonquin Gas Transmission

Region: Brooklyn

Gulp Station: 000034 - Brooklyn

Contact Number: 1234567

Nominated Volume (in MMBTU): 200

Single-day nomination

Clear Cancel Submit

EVERSOURCENominations

Operating Company: NSTAR Gas

Hafsa Patel
VENUE - TOWNSHIP, INC.
CONVEYANCE AND TRANSPORT
GAS DIVISION USE

Navigation: Home, Nominations, View Nominations

Create New Nomination

Market: Convection

Contact Name: Hafsa Patel

Req Date: 08/24/2022

End Date: 08/24/2022

Nomination Type: Pipeline

Prod: Daily

Pipeline: Tennessee Gas Pipeline

Region: Worcester

Gulp Station: 420010 - Hopkinton

Contact Number: 345678

Nominated Volume (in MMBTU):

Single-day nomination

Clear Cancel Submit

If there are no validation errors, user clicks submit and is informed of their submission, there is the option to “View Nominations”.

EVERSOURCENominations

Operating Company: NSTAR Gas

Hafsa Patel
VENUE - TOWNSHIP, INC.
CONVEYANCE AND TRANSPORT
GAS DIVISION USE

Navigation: Home, Nominations, View Nominations

Create New Nomination

Market: Convection

Contact Name: Hafsa Patel

Req Date: 08/24/2022

End Date: 08/24/2022

Nomination Type: Pipeline

Prod: Daily

Pipeline: Tennessee Gas Pipeline

Region: Worcester

Gulp Station: 420010 - Hopkinton

Contact Number: 345678

Nominated Volume (in MMBTU): 200

Single-day nomination

Clear Cancel Submit

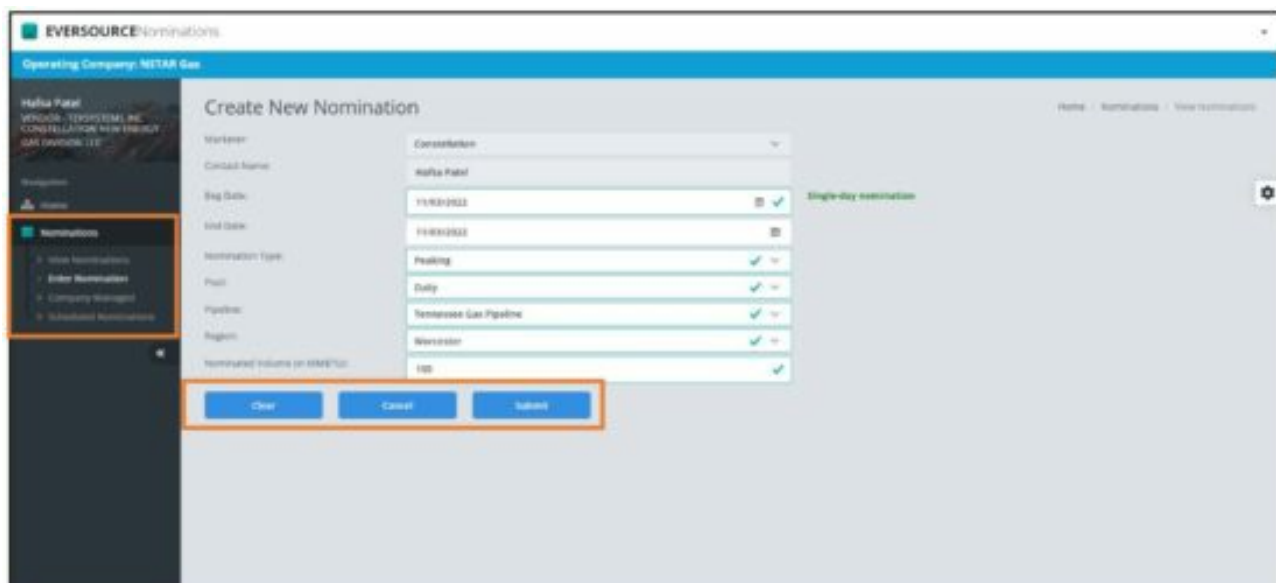
Created

Your request has been received

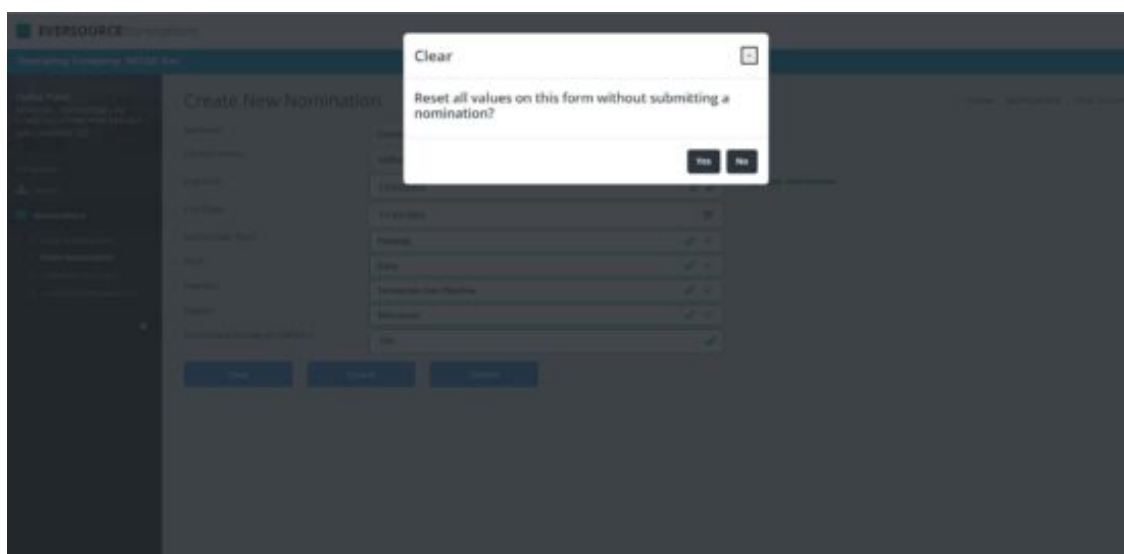
View Nominations Close

5. How to Enter a Managed Asset

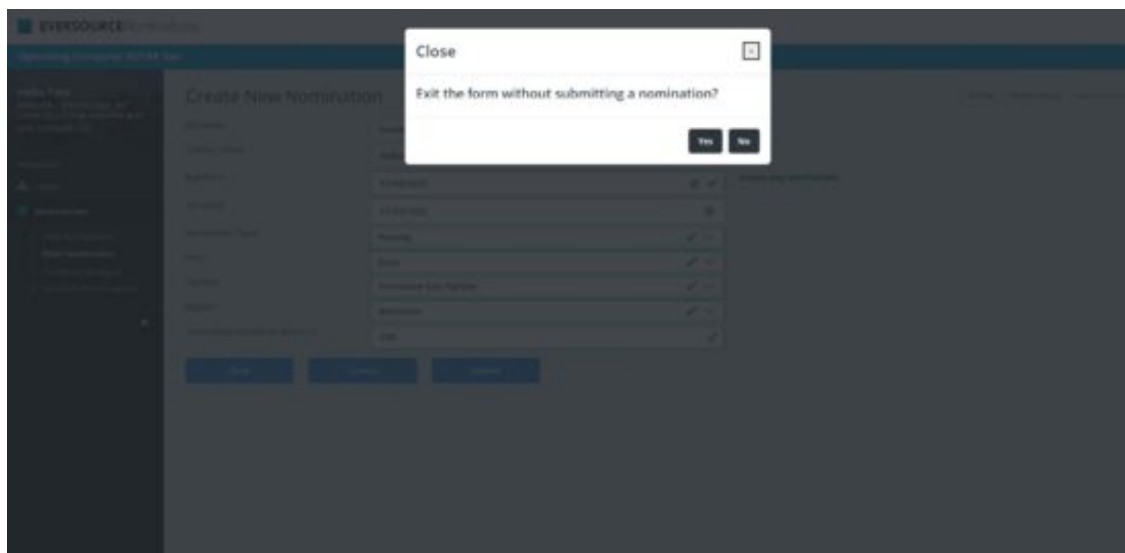
- Users must go to the Enter Nominations page and fill out the provided form
- Once user gets to “Nomination Type” they must choose the associated Asset Type
- When user adds a Managed Asset field, the contract number and gate station will be removed



- Note:
 - o Storage is only available for EGMA for 11/1-3/31
 - o Peaking is only available for EGMA and NSTAR for 11/1-4/30
 - o AGT CAM MAINT is only available for NSTAR for 4/1-10/31 during pipeline maintenance periods.
- § These options will be removed and appear only for above dates
- At the bottom of the screen, there are buttons to Clear, Cancel, Submit nominations.
- Clear: Will erase all the fields entered above



- Cancel: Will erase all the fields entered above, and will navigate user away from the page



- **Submit:** Pending no validation errors, nomination will be submitted

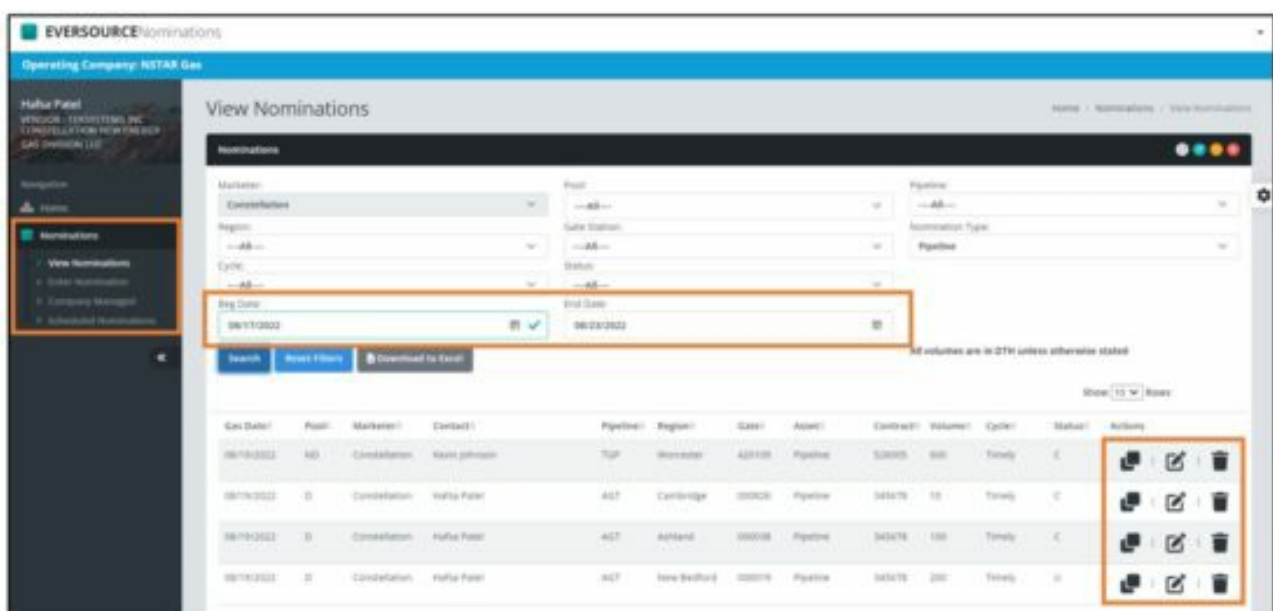
Note: Any nominations entered by the Marketer will be set to unconfirmed status and will wait for approval by Analyst

6. View Nominations Page

There are multiple ways that Marketers can view nominations that have been entered, this page is updated frequently

- I) Navigate to nominations.eversource.com/nominations/view in your browser
- II) Click “View Nominations” Page on the Left Panel navigation
- III) Once a user successfully enters a nomination, they can click “View Nominations”

On the “View Nominations” page, Marketers see previously submitted Nominations for their Marketer company



Filters

- Users can choose any filters and date ranges that they would like to see.
- Once the user clicks “Search” the table below on the page will populated with desired fields.
- If none of the fields are selected, the results will “show all” for that field.

Status’ and Action buttons

Marketers will be able to see multiple status and action buttons to view the current state and modify current nominations.

a. Breakdown of Status’:

- i) C= Nomination Confirmed
- ii) U = Unconfirmed
- iii) O = Overridden by Analyst

b. Breakdown of Actions:

- a. Edit functionality – see below “Edit Nominations” Section
- b. Duplicate functionality – On the View Nominations screen, when a Marketer clicks the “Duplicate” button on, the user will be brought to a “Create New Nomination” page, that has prepopulated information from the previous entry. This option expedites the process to create new nominations that have redundant information.

EVERSOURCE Nominations

Operating Company: NSTAR Gas

Hafsa Patel
VERDUGO - TERRITUM INC.
CORRELLA FROM NEW ENGLAND
GAS DIVISION LLC

Navigation
Home
Nominations
View Nominations
Edit Nominations
Company Manager
Scheduled Nominations

Create New Nomination

Manager: Lorelei Robson

Product Name: Hafsa Patel

Beg Date: 06/24/2022

End Date: 06/24/2022

Nomination Type: Pipeline

Fuel: Non-Daily

Pipeline: Tremont Gas Pipeline

Region: Worcester

Gate Station: 420185 - Worcester

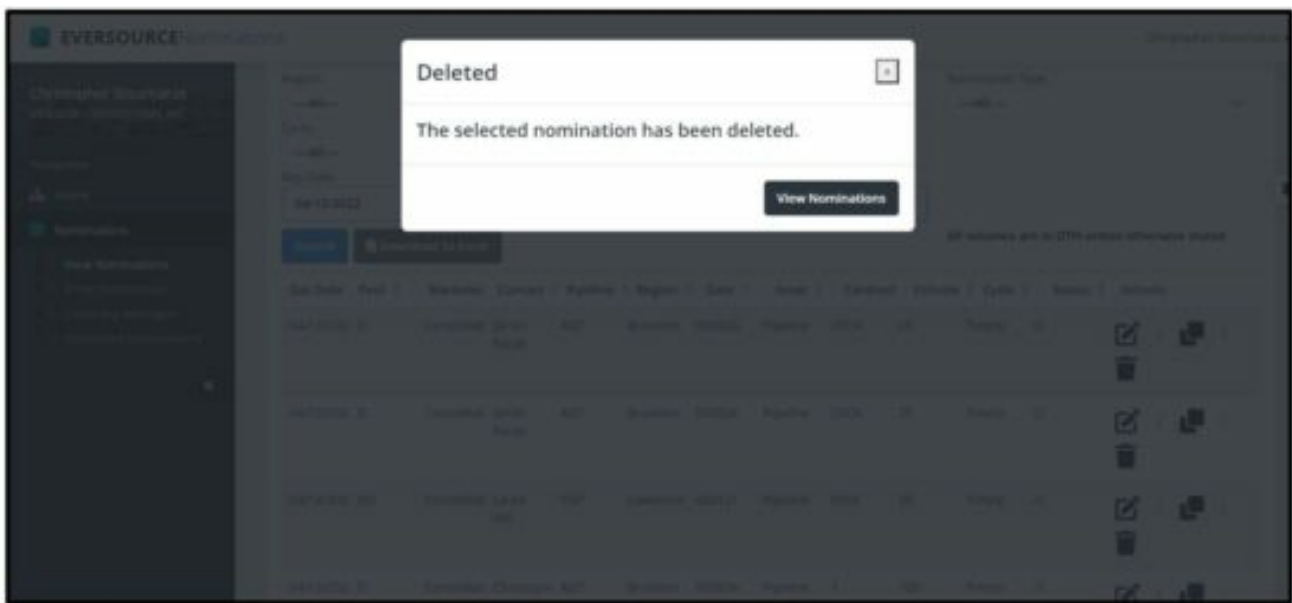
Contract Number: 524005

Nominated Volume in MMBtu: 608

Single-day nomination

Clear Cancel Submit

- c. **Delete Functionality** – When the Marketer clicks the “Delete” Icon, there will be a confirmation message indicating if the Marketer wants to delete the request with Yes/No options. If the Marketer clicks yes, they will receive a confirmation message, if user clicks no, they will return to the View Nominations screen.



- **Download to Excel Option**

Users can choose to “Download to Excel,” the system will maintain the filters applied above for easy exporting/reporting purposes

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1	Date	Marketer	Contact	Pool	Pipeline	Region	Gate	Asset	Contract1	Scheduled	Contract2	Cycle	Status					
2	08/19/2022	Constellation	Hafsa Patel	D	TGP	Springfield	420193	Pipeline	1234567	20		Timely	U					
3	08/19/2022	Constellation	Hafsa Patel	D	TGP	Springfield	420193	Pipeline	1234567	30		Timely	U					

7. Edit Nominations Page

- Once a user clicks the “Edit” Action button on the View Nominations page, they will be brought to the Edit Nominations Page.

- i) This page is prepopulated with the entry that was selected

- ii) Marketers can change the Pool, Contract Number, and Nominated Volume

EVERSOURCE Nominations

Operating Company: NETA Gas

Hufu Patel
Hufu Patel - Hufu Patel, Inc.
CONSULTANT POWER DESIGN
GAS - Hufu Patel, Inc.

Edit Nomination

Nomination: Hufu Patel

Contact Name: Hufu Patel

Gas Date: 06/14/2022

Nomination Type: Pipeline

Asset: Daily

Pipeline: Tennessee

Season: Winter

Seasonal: Highflow

Gas Station: Hogfarms

Estimated Number: 10

Nomination Volume per Month: 10

[Cancel](#) [Update](#)

EVERSOURCE Nominations

Operating Company: NETA Gas

Hufu Patel
Hufu Patel - Hufu Patel, Inc.
CONSULTANT POWER DESIGN
GAS - Hufu Patel, Inc.

Edit Nomination

Nomination: Hufu Patel

Contact Name: Hufu Patel

Gas Date: 06/14/2022

Nomination Type: Pipeline

Asset: Daily

Pipeline: Tennessee

Season: Winter

Seasonal: Highflow

Gas Station: Hogfarms

Estimated Number: 10

Nomination Volume per Month: 10

[Cancel](#) [Update](#)

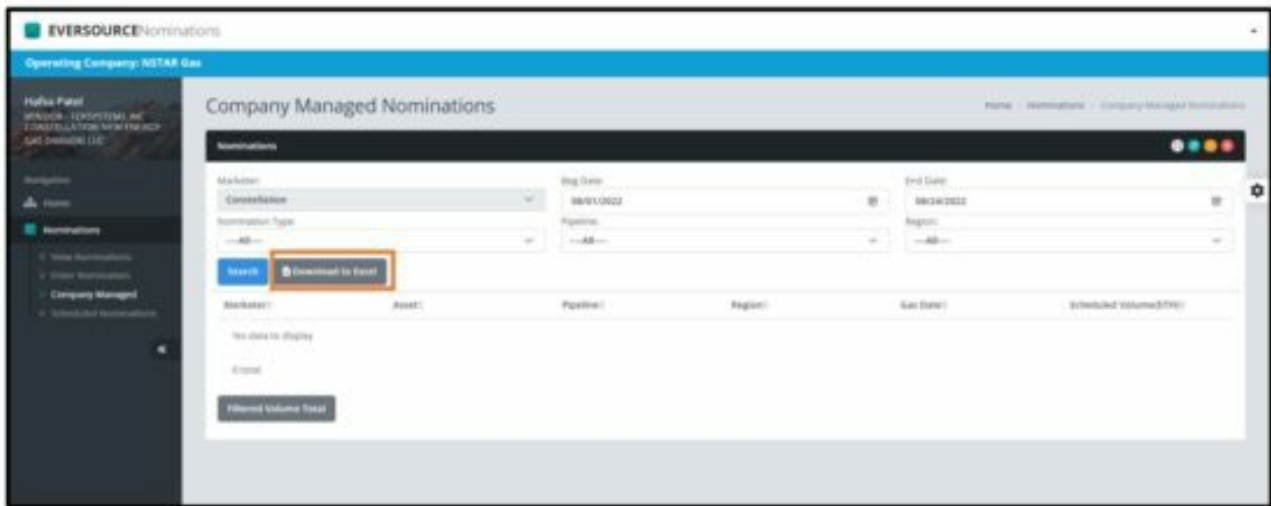
Updated

Updated Successfully!

[View Nominations](#) [Close](#)

8. Company Managed Page

- On the Left Panel you will find a page for Company Managed
<https://nominations.eversource.com/nominations/manage>
- o On this page is a list of filters available for the Company Managed Nominations

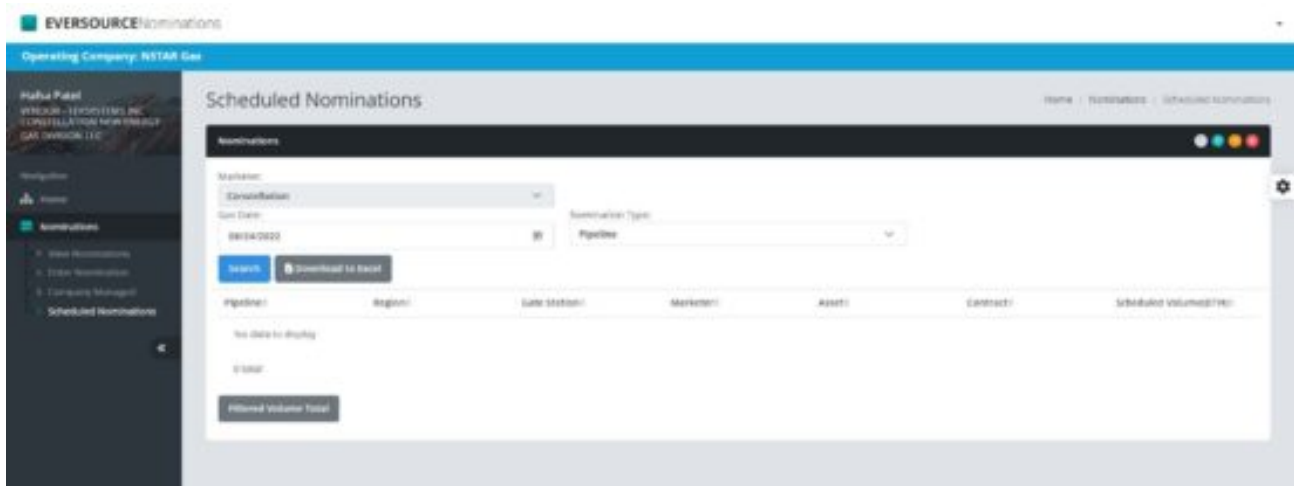


Here, Marketers can choose necessary filters and click “Download to Excel” to see a list of the desired results

Marketer	Asset	Pipeline	Region	GasDate	ScheduledVolume
Constellation	Storage	AGT	Brockton	03/24/2022	5555
Constellation	Peaking	AGT	Brockton	03/24/2022	112211
Constellation	Peaking	AGT	Brockton	03/24/2022	1213244
Constellation	Peaking	AGT	Brockton	03/26/2022	990

9. Scheduled Nominations Page

- On the Left Panel you will find a page for Scheduled Nominations
<https://nominations.eversource.com/nominations/scheduled>
 - o On this page is a list of filters available for the Scheduled Nominations
 - o The “Pipeline Only” results show the confirmed and overridden nominations, which represent the approved pipeline nominations.
 - o The “All” results shows the results for Pipeline, Peaking, and Storage Nominations for the filtered date



Here, Marketers can choose necessary filters and click “Download to Excel” to see a list of the desired results

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Pipeline	Region	Gas Station	Marketer	Asset	Contract	Scheduled Volume(DTH)									
2	TGP	Lawrence	420121	Constellation Pipeline	9000000		1									
3	TGP	Lawrence	420121	Constellation Pipeline	1		1									
4	TGP	Lawrence	420121	Constellation Pipeline	2		1									
5	AGT	Brockton	000024	Constellation Pipeline	911		1									
6																
7																
8																
9																
10																
11																
12																
13																
14																
15																
16																
17																
18																

10. Cycles

- On the View Nominations page, users can see the cycle that the nomination was submitted. If a nomination submission violates these cycle times, there will be a pop-up message provided indicating the violation.

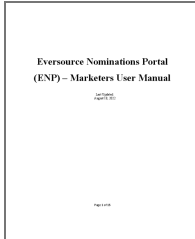
i) Breakdown of Cycle Codes

"Cycle" Values in the View Nominations page	Description
Timely	All Nominations submitted timely prior to 2PM day ahead- no restrictions
Pipeline_ID	Pipeline nominations submitted after 2PM day ahead and before the end of gas day.
Asset_Evening	Managed nominations submitted after 2PM day ahead and before start of gas day.
Asset_ID	Managed nominations submitted after 10AM (start of gas day) and before the end of gas day deadline of 9am.
Retro	Retro nominations submitted by <u>Eversource users</u> after 9AM of the current gas day.

*After 9AM of the current gas day, nominations changes are not allowed by marketers.

Read More About This Manual & Download PDF:

Documents / Resources

	EVERSOURCE Nominations Portal Marketers Application [pdf] User Manual Nominations Portal Marketers, Application, Nominations Portal Marketers Application
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References

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