

ACCESSING THE TRANSCANADA INVOICE & REPORTING SERVICE

This document summarizes the steps required to access the TransCanada Invoice & Reporting Service. To access invoice and reporting information, you will require the following:

- Valid NrG Highway Account (Assigned by your company's NrG administrator)
- Access to the INVBC Report (Assigned by your company's NrG administrator)
- Internet Browser (Internet Explorer 5.0 and Netscape Navigator 4.5 and above are supported)
- Adobe Acrobat Reader (version 4.0 is recommended)

SUPPORT AND CONTACT INFORMATION

User Names and Passwords	Your company's NrG administrator
Access to Invoice & Reports (INVBC)	Your company's NrG administrator
Customer Operational Reporting Problems	NrG Help Desk 1-877-920-7473 ext. 2 or in Calgary 403-920-7473 ext. 2
Invoice and Report Content	TransCanada Contracts and Billing Anita Girling 403-920-5524
Changing Cross-Company Invoice & Reporting Access	TransCanada Contracts and Billing Anita Girling 403-920-5524

LOGIN ACCESS AND PRIVILEGES

Login Account and Access Privileges	<p>Follow these steps to gain access to the TransCanada Invoice & Reporting service:</p> <p>If You Have an Existing NrG Highway Account</p> <ul style="list-style-type: none"> • Contact your company's NrG administrator Request access to the INVBC report <p>If You Do Not Have a NrG Highway Account</p> <ul style="list-style-type: none"> • Contact your company's NrG administrator Request a NrG Highway login account Request access to the INVBC report
Changing Cross-Company Invoice & Reporting Access	<p>By default, you will only see invoices and reports for your company. If you require access to invoices for additional companies, you must contact TransCanada Contracts and Billing to have this setup.</p> <p>All cross-company access requests will be verified.</p>

HOW TO ACCESS THIS SERVICE ACROSS THE INTERNET

Once you have received your valid login and access, you can access the Invoice & Reporting service through the **TransCanada** web site.

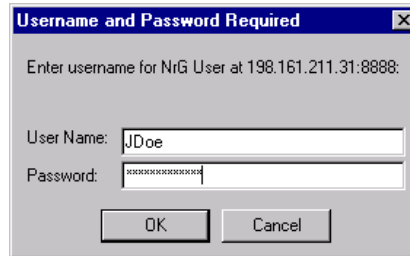
Please do the following:

Access Through the TransCanada Web Site

In your internet browser, load the TransCanada's Foothills System page located within the TransCanada corporate web site at:

http://www.transcanada.com/Foothills/customer_activities/index.html

- Select **Invoicing** from the menu list on the left side of the window. After the screen updates, select **TransCanada Reports - Invoicing** under the **Reports and Information** heading.
- Enter your user name and password when prompted at the following dialog box:



Username and Password Required

Enter username for NiG User at 198.161.211.31:8888:

User Name: JDoe

Password: [masked]

OK Cancel

Note: User names and passwords are **case sensitive**.

- After you have been properly authenticated, you will enter the Customer Operational Reporting system.