

## Agreement Request Tutorial

Overview: Kern River service requesters can use the Agreement Request feature to simultaneously request and execute paperless interruptible and park and loan agreements or obtain a pooling/title transfer tracking number.

To request interruptible, park and loan or pooling/title transfer tracking service, a service requester:

- must have a fully executed Rapids Access Agreement and
- must accept the Terms and Conditions set forth below.

The person authorized by the service requester to transact business electronically on its behalf must have a valid User ID and password on Kern River's Rapids system.

For interruptible and park and loan agreements, credit must be established to obtain an interruptible or park and loan discount ID.

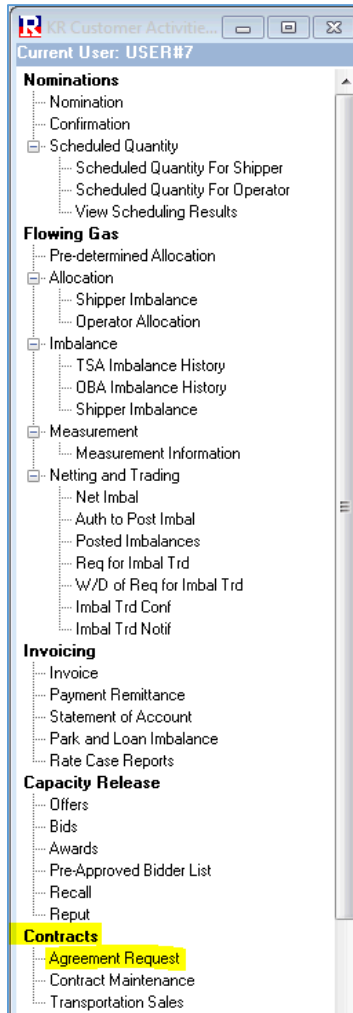
### 1. Launch Rapids from the website and enter your User ID and password.



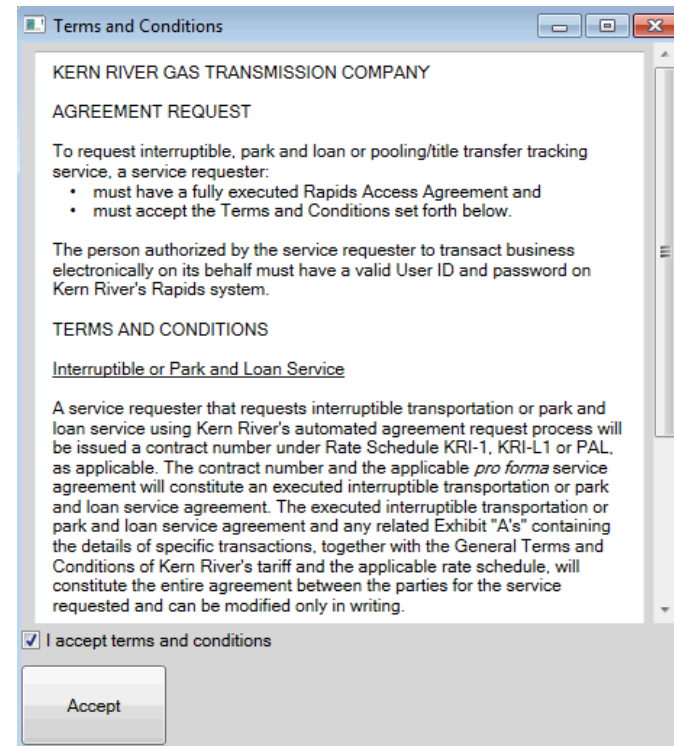
The screenshot shows a web browser window titled "Rapids Login". The page features the Kern River Gas Transmission Company logo and the text "A BERKSHIRE HATHAWAY ENERGY COMPANY". Below the logo, there is a "RAPIDS II" section with contact information: "Marketing Services Hotline: (801) 937-6111", "Technical Assistance: (801) 937-6111", and "Kern River Info: services.kernrivergas.com". To the right, there is a "Login" section with fields for "User ID" (containing "USER#7") and "Password" (masked with dots). There is a "Save Information" checkbox which is checked, and an "OK" button. Below the "OK" button are two links: "Change Password" and "Forgot Password?".

## Agreement Request Tutorial

### 2. From the Rapids menu, select Agreement Request under Contracts.



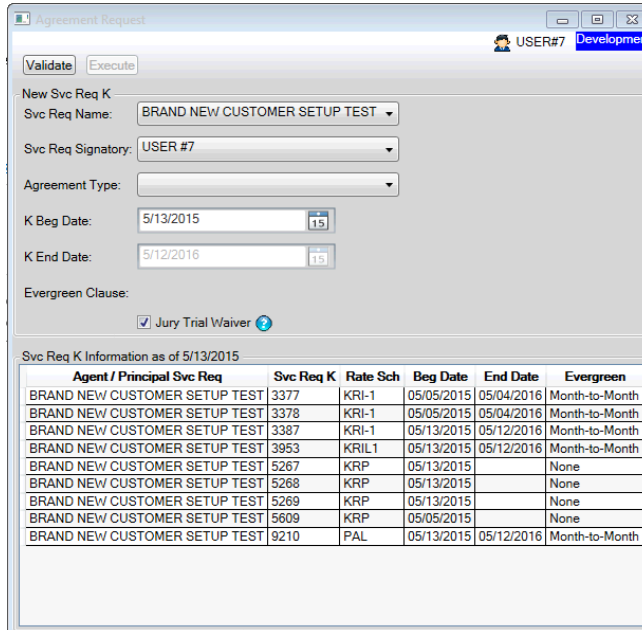
- You will be prompted to read and accept the Terms and Conditions of using Agreement Request the first time you attempt to use the feature.



- Check the “I accept terms and conditions” checkbox and click the Accept button to accept the terms.

## Agreement Request Tutorial

4. Select Svc Req Name if other than default.
5. Select Svc Req Signatory if other than default.



Agreement Request

Validate Execute

USER#7 Development

New Svc Req K

Svc Req Name: BRAND NEW CUSTOMER SETUP TEST

Svc Req Signatory: USER #7

Agreement Type:

K Beg Date: 5/13/2015

K End Date: 5/12/2016

Evergreen Clause:

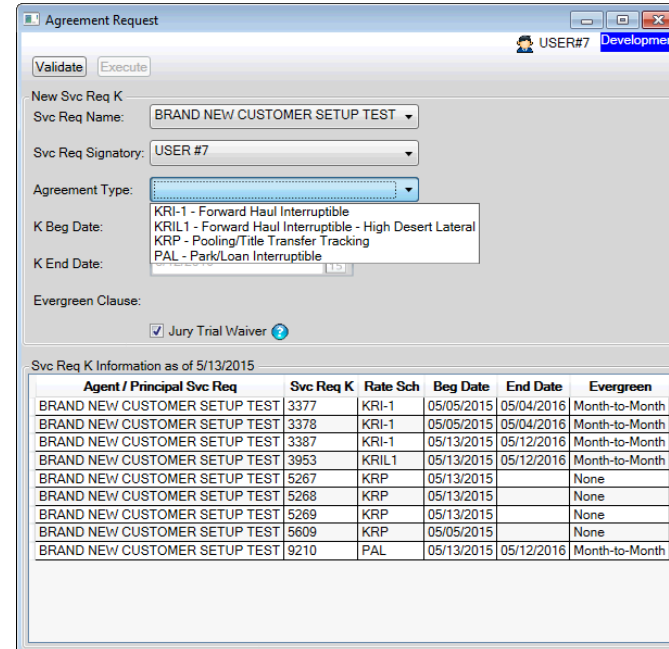
Jury Trial Waiver

Svc Req K Information as of 5/13/2015

Agent / Principal Svc Req	Svc Req K	Rate Sch	Beg Date	End Date	Evergreen
BRAND NEW CUSTOMER SETUP TEST	3377	KRI-1	05/05/2015	05/04/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3378	KRI-1	05/05/2015	05/04/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3387	KRI-1	05/13/2015	05/12/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3953	KRIL1	05/13/2015	05/12/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	5267	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5268	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5269	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5609	KRP	05/05/2015		None
BRAND NEW CUSTOMER SETUP TEST	9210	PAL	05/13/2015	05/12/2016	Month-to-Month

- Svc Req Name will default to the company name of the user who is logged in. If a service requester is an agent with Contract Request/Execute rights for another service requester, the agented service requester name(s) will display in this drop down list.
- The Svc Req Signatory will default to the user who is logged in. The drop down will contain the names of other users who have accepted the terms and conditions.

6. Select an Agreement Type from the Agreement Type drop down list.



Agreement Request

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USER#7 Development

New Svc Req K

Svc Req Name: BRAND NEW CUSTOMER SETUP TEST

Svc Req Signatory: USER #7

Agreement Type:

K Beg Date:

K End Date:

Evergreen Clause:

Jury Trial Waiver

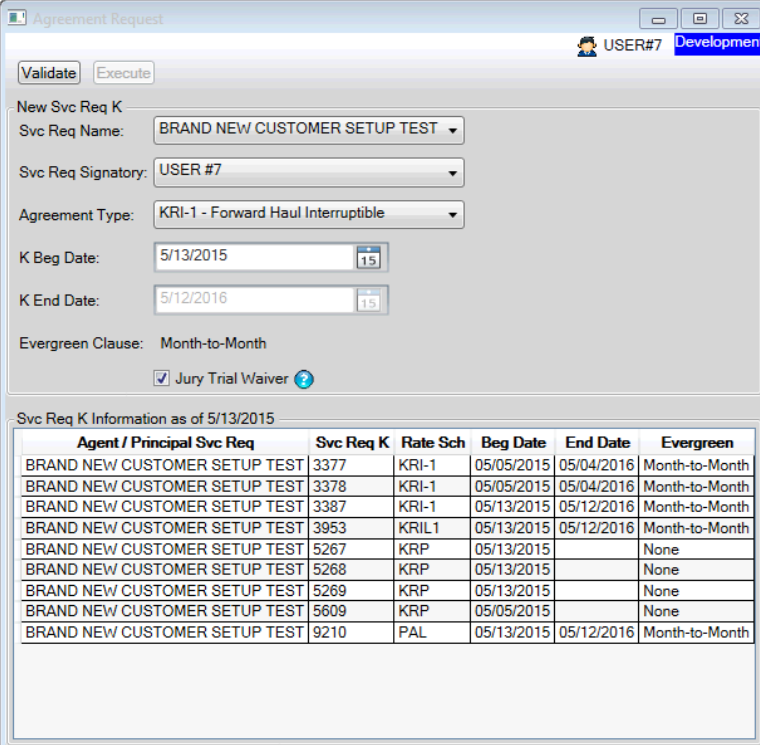
Svc Req K Information as of 5/13/2015

Agent / Principal Svc Req	Svc Req K	Rate Sch	Beg Date	End Date	Evergreen
BRAND NEW CUSTOMER SETUP TEST	3377	KRI-1	05/05/2015	05/04/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3378	KRI-1	05/05/2015	05/04/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3387	KRI-1	05/13/2015	05/12/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3953	KRIL1	05/13/2015	05/12/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	5267	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5268	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5269	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5609	KRP	05/05/2015		None
BRAND NEW CUSTOMER SETUP TEST	9210	PAL	05/13/2015	05/12/2016	Month-to-Month

- The Agreement Types are as follows:
  - a. KRI-1 – Forward Haul Interruptible
  - b. KRIL-1 – Forward Haul Interruptible – High Desert Lateral
  - c. KRP – Pooling/Title Transfer Tracking
  - d. PAL – Park and Loan Interruptible

## Agreement Request Tutorial

### 7. Select K Beg Date using the calendar feature.



Agreement Request

Validate Execute USER#7 Development

New Svc Req K  
 Svc Req Name: BRAND NEW CUSTOMER SETUP TEST  
 Svc Req Signatory: USER #7  
 Agreement Type: KRI-1 - Forward Haul Interruptible  
 K Beg Date: 5/13/2015  
 K End Date: 5/12/2016  
 Evergreen Clause: Month-to-Month  
 Jury Trial Waiver

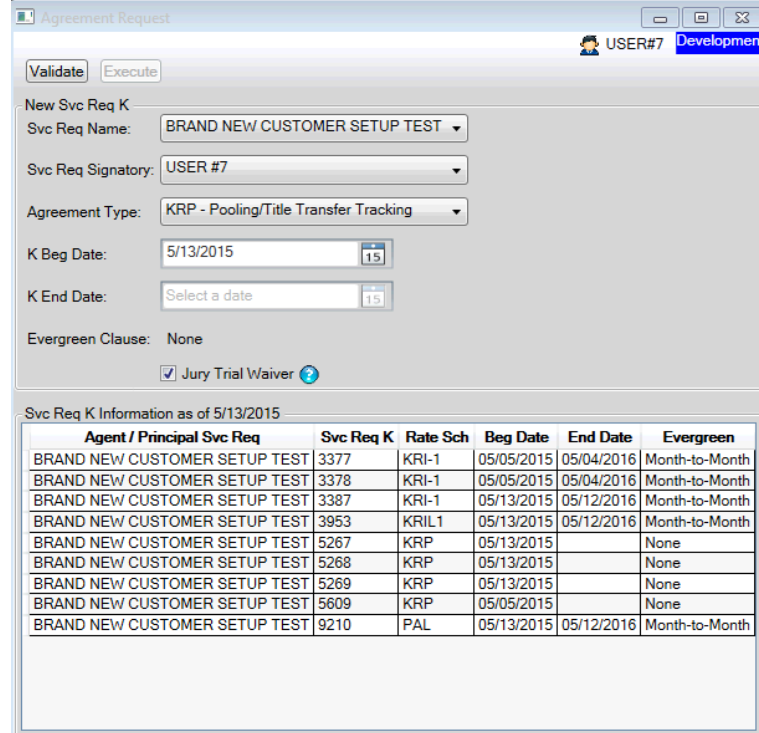
Svc Req K Information as of 5/13/2015

Agent / Principal Svc Req	Svc Req K	Rate Sch	Beg Date	End Date	Evergreen
BRAND NEW CUSTOMER SETUP TEST	3377	KRI-1	05/05/2015	05/04/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3378	KRI-1	05/05/2015	05/04/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3387	KRI-1	05/13/2015	05/12/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3953	KRIL1	05/13/2015	05/12/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	5267	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5268	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5269	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5609	KRP	05/05/2015		None
BRAND NEW CUSTOMER SETUP TEST	9210	PAL	05/13/2015	05/12/2016	Month-to-Month

For Interruptible or Park and Loan agreements:

- The K Beg Date must be either the current date or a date in the future.
- The K End Date defaults to a term of one year if the agreement type selected is an interruptible or park and loan agreement.
- Evergreen clause defaults to month-to-month.

### 8. Hover over the Jury Trial Waiver info icon to view the Jury Trial Waiver language. By checking the box, you are agreeing to the waiver.



Agreement Request

Validate Execute USER#7 Development

New Svc Req K  
 Svc Req Name: BRAND NEW CUSTOMER SETUP TEST  
 Svc Req Signatory: USER #7  
 Agreement Type: KRP - Pooling/Title Transfer Tracking  
 K Beg Date: 5/13/2015  
 K End Date: Select a date  
 Evergreen Clause: None  
 Jury Trial Waiver

Svc Req K Information as of 5/13/2015

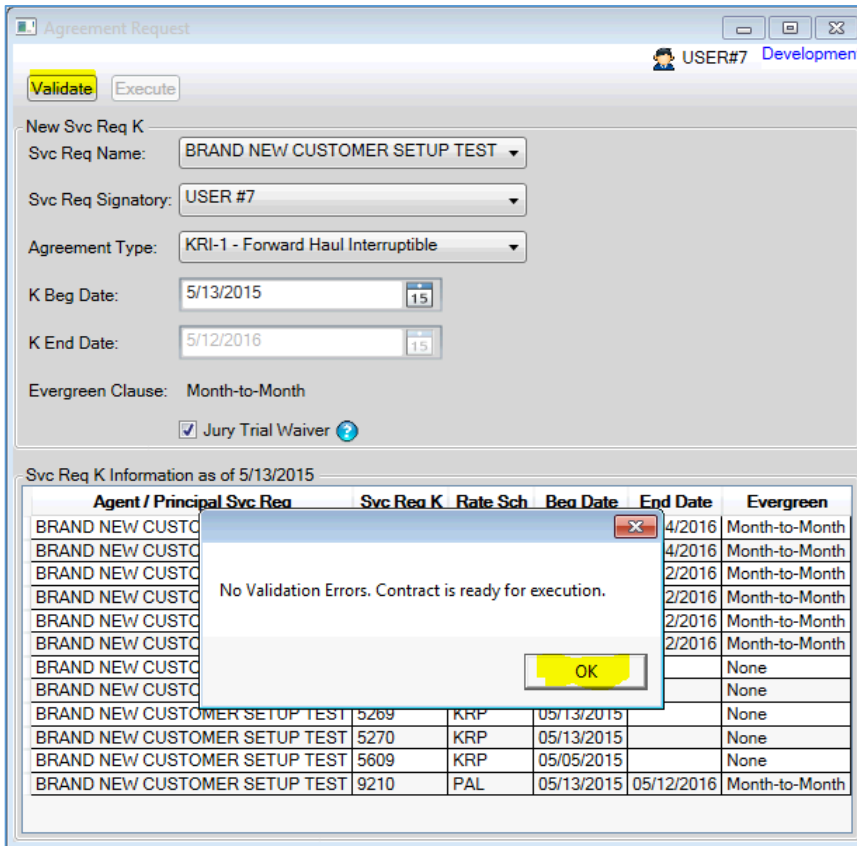
Agent / Principal Svc Req	Svc Req K	Rate Sch	Beg Date	End Date	Evergreen
BRAND NEW CUSTOMER SETUP TEST	3377	KRI-1	05/05/2015	05/04/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3378	KRI-1	05/05/2015	05/04/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3387	KRI-1	05/13/2015	05/12/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3953	KRIL1	05/13/2015	05/12/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	5267	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5268	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5269	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5609	KRP	05/05/2015		None
BRAND NEW CUSTOMER SETUP TEST	9210	PAL	05/13/2015	05/12/2016	Month-to-Month

For KRP agreements:

- The K Beg Date must be either the current date or a date in the future.
- There is no K End Date or Evergreen clause.

## Agreement Request Tutorial

### 9. Validate the request.



Agreement Request  
USER#7 Development

Validate Execute

New Svc Req K  
 Svc Req Name: BRAND NEW CUSTOMER SETUP TEST  
 Svc Req Signatory: USER #7  
 Agreement Type: KRI-1 - Forward Haul Interruptible  
 K Beg Date: 5/13/2015  
 K End Date: 5/12/2016  
 Evergreen Clause: Month-to-Month  
 Jury Trial Waiver

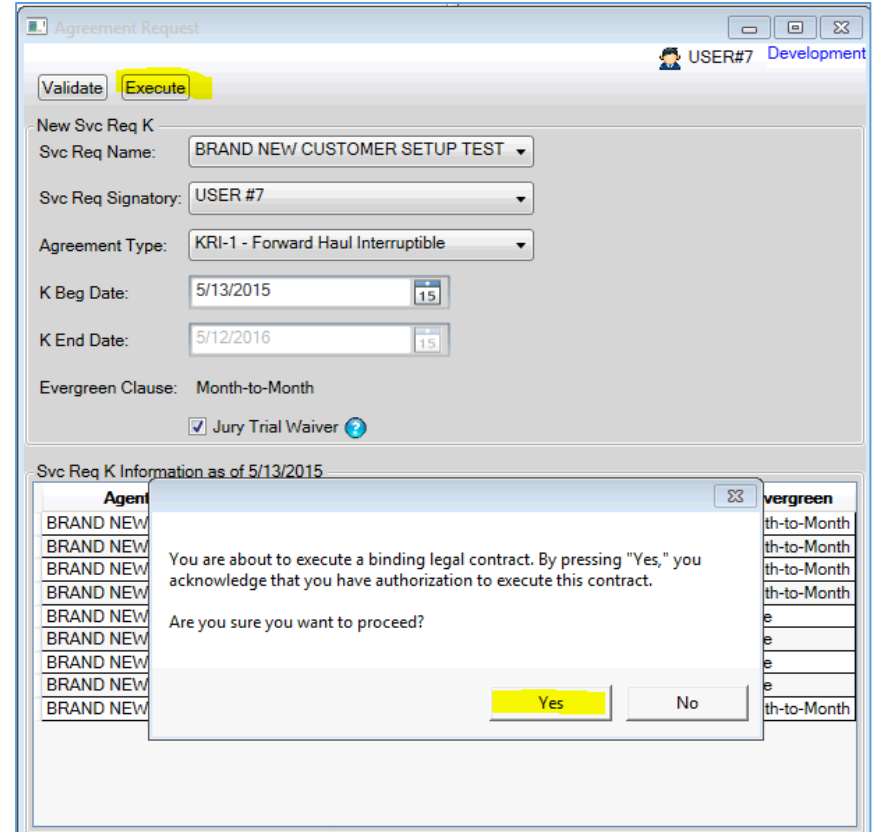
Svc Req K Information as of 5/13/2015

Agent / Principal Svc Req	Svc Req K	Rate Sch	Beg Date	End Date	Evergreen
BRAND NEW CUSTO				4/2016	Month-to-Month
BRAND NEW CUSTO				4/2016	Month-to-Month
BRAND NEW CUSTO				2/2016	Month-to-Month
BRAND NEW CUSTO				2/2016	Month-to-Month
BRAND NEW CUSTO				2/2016	Month-to-Month
BRAND NEW CUSTO				2/2016	Month-to-Month
BRAND NEW CUSTO				2/2016	Month-to-Month
BRAND NEW CUSTO					None
BRAND NEW CUSTO					None
BRAND NEW CUSTOMER SETUP TEST	5269	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5270	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5609	KRP	05/05/2015		None
BRAND NEW CUSTOMER SETUP TEST	9210	PAL	05/13/2015	05/12/2016	Month-to-Month

No Validation Errors. Contract is ready for execution.

OK

### 10. Execute the contract.



Agreement Request  
USER#7 Development

Validate Execute

New Svc Req K  
 Svc Req Name: BRAND NEW CUSTOMER SETUP TEST  
 Svc Req Signatory: USER #7  
 Agreement Type: KRI-1 - Forward Haul Interruptible  
 K Beg Date: 5/13/2015  
 K End Date: 5/12/2016  
 Evergreen Clause: Month-to-Month  
 Jury Trial Waiver

Svc Req K Information as of 5/13/2015

Agent	Evergreen
BRAND NEW	th-to-Month
BRAND NEW	th-to-Month
BRAND NEW	th-to-Month
BRAND NEW	th-to-Month
BRAND NEW	e
BRAND NEW	e
BRAND NEW	e
BRAND NEW	e
BRAND NEW	e
BRAND NEW	th-to-Month

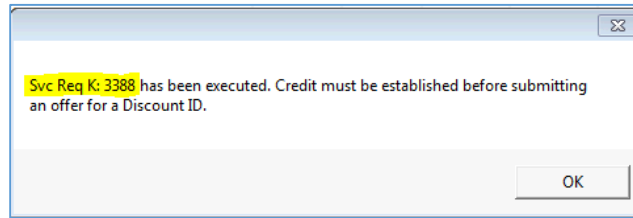
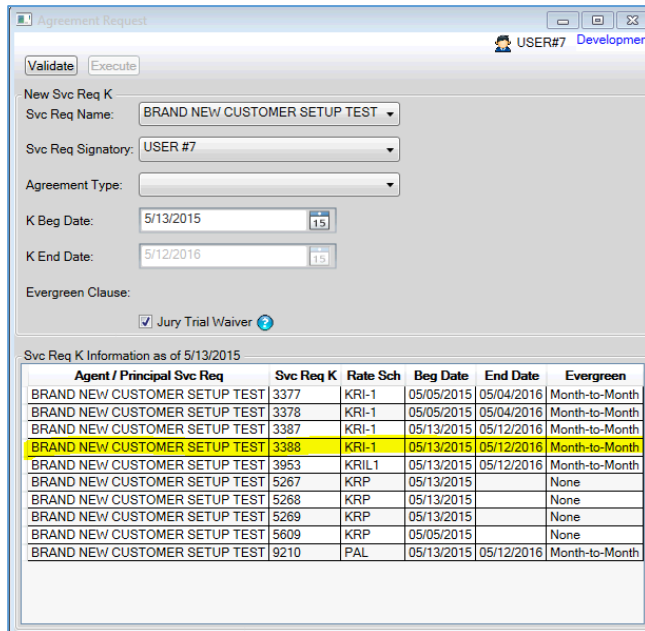
You are about to execute a binding legal contract. By pressing "Yes," you acknowledge that you have authorization to execute this contract.

Are you sure you want to proceed?

Yes No

## Agreement Request Tutorial

### 11. A new Svc Req K number is assigned and added to the Svc Req K Information grid in the Agreement Request window.

Agreement Request

Current User: USER#7 Development

Buttons: Validate, Execute

New Svc Req K

Svc Req Name: BRAND NEW CUSTOMER SETUP TEST

Svc Req Signatory: USER #7

Agreement Type:

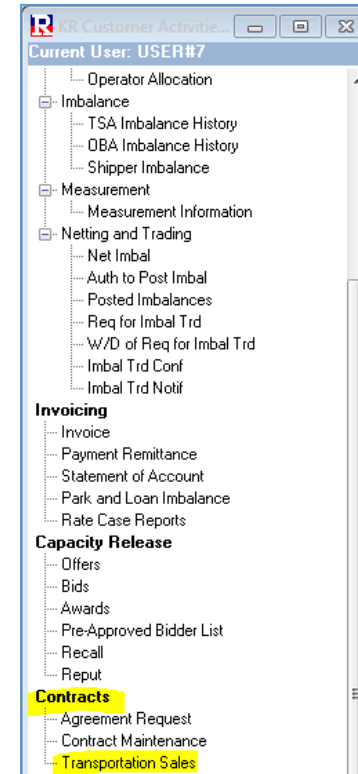
K Beg Date: 5/13/2015

K End Date: 5/12/2016

Evergreen Clause:  Jury Trial Waiver

Svc Req K Information as of 5/13/2015

Agent / Principal Svc Req	Svc Req K	Rate Sch	Beg Date	End Date	Evergreen
BRAND NEW CUSTOMER SETUP TEST	3377	KRI-1	05/05/2015	05/04/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3378	KRI-1	05/05/2015	05/04/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3387	KRI-1	05/13/2015	05/12/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3388	KRI-1	05/13/2015	05/12/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	3953	KRIL1	05/13/2015	05/12/2016	Month-to-Month
BRAND NEW CUSTOMER SETUP TEST	5267	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5268	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5269	KRP	05/13/2015		None
BRAND NEW CUSTOMER SETUP TEST	5609	KRP	05/05/2015		None
BRAND NEW CUSTOMER SETUP TEST	9210	PAL	05/13/2015	05/12/2016	Month-to-Month



- Contract information can also be found in the Contract Maintenance screen.

- For interruptible and park and loan agreements, credit must be established before submitting an offer for a Discount ID. Once credit has been posted, offers can be submitted through the Transportation Sales feature which can be found under Contracts in the Rapids II menu.
- Pooling/title transfer tracking agreements are ready to be nominated immediately.