

USER GUIDE

Citizens Energy Link Portal External - Gas Supplier

Date: 6/1/20 Version: 1.03



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Login

Follow the link sent by email or copy and paste the URL <u>www.CitizensEnergyLink.com</u> into your browser to launch the landing page for the portal. The Citizens Energy Link portal is designed to be compatible with all modern browsers.

Apply your **Username** and **Password** that were provided by the Citizens Energy Link (CEL) administrator. Click the **Login** button. If you encounter any difficulties, click the **Contact Us** link.

If you have a supplier group both in Citizens and Westfield territory, you will be provided 2 separate logins to access each group.

_	
	Citizens Energy Link
[Username
(Password
	Login
	Contact Us



Home Page

The **Home** page opens every time you log in. The layout of the portal is divided into two sections. The **Left Navigation** contains the main functions of CEL. The larger **Canvas** area to the right is where you can view and input changes to the information. In the **Canvas** of the **Home** page you can find updates in the **Notifications** section, the latest news from **Citizens Energy Group**, and resources specific to the portal in the **Frequently Asked Questions** section.

LEFT NAVIGA	TION	
C citizens	Ξ	CEG User
Citizens Energy Link	Notifications	
A Home	Here is where supplier notifications will go	
Account Summary	UAT testing A payne	
Bill Detail		
Meter Detail	Citizens Energy Group News	l
Group Consumption	Citizens Seeking to Reconnect All Water and Natural Gas Customers	3/23/20.
Nomination Entry	Customers Previously Disconnected Asked to Contact Utility Immediately More	
Nomination Summary	Citizens Continues to Provide Safe and Reliable Utility Services	3/17/202
Log Out	Service Interruptions Due to COVID-19 Not Expected More	
	Citizens Suspends Utility Disconnections Utility Also Will Reconnect Water Service Upon Request	3/13/20;
	INDIA	
	Frequently Asked Questions	
	CANVAS	

The **Canvas** area of the **Home** page in the portal has three sections.

The **Notifications** section will contain timely information about the portal and items relevant to your services in the portal. Please take a moment to review this section every time you log in for important updates.

The middle section, **Citizens Energy Group News** contains general news about significant events at Citizens.

The lower section, **Frequently Asked Questions** (FAQs) is a collection of reference materials to help you navigate and use the portal. You can find this **User Guide** there.



Each section of the **Home** page can be expanded or collapsed with the plus and minus icons at the right.

citizens energy group	≡	CEG User CEG	Contact Us
Citizens Energy Link	A Notifications		
A Home	Here is where supplier notifications will go		\smile
Account Summary	UAT testing A payne		
Bill Detail			
Meter Detail	Citizens Energy Group News		
Group Consumption	Citizens Seeking to Reconnect All Water and Natural Gas Customers Customers Previously Disconnected Asked to Contact Utility Immediately		3/23/2020
Nomination Summary	More		
Log Out	Citizens Continues to Provide Safe and Reliable Utility Services Service Interruptions Due to COVID-19 Not Expected		3/17/2020

The Menu Icon (3 bars) at the top (next to the Citizens logo) allows you to minimize the left navigation.

citizens energy group		CEG User CEG	Contact Us
Citizens Energy Link	A Notifications		-
삼 Home	Here is where supplier notifications will go		
Account Summary	UAT testing A payne		
Bill Detail			
Meter Detail	Citizens Energy Group News		-
Group Consumption	Citizens Seeking to Reconnect All Water and Natural Gas Customers		3/23/2020

Then maximize the left navigation with the **Arrowhead Icon**.

0	>	CEG User CEG	Contact Us
CEL	A Notifications		-
*	Here is where supplier notifications will go		
	UAT testing A payne		
-			



Account Summary

The **Account Summary** page is a summary of account information of accounts in your supplier groups, including account name and number. Here you can filter, sort, and view the account(s). Once the filter selections are made, click the green **Apply Filters** button to display the accounts in the table.

FILTERS CEG User citizens 🖂 Contact Us Ξ > CEG Citizens Energy Link Group: STANDARD Start Date: 3/26/2020 End Date: 3/26/2020 প Home Q Download 📩 SEARCH Account Summary Bill Detail Account Account Name Meter Detail Number 1959550000 View Meter Group Consumption 7949870000 Nomination Entry 4969330000 Nomination Summary -----9598100000 💄 Log Out 0076610000 View Mete

Note – It is important to select the 1st of the month as Start Date if searching month period

The table includes buttons to view details of the bill or meter. The blue **Download** button allows you to download the accounts based on your filter selections as a .csv file. The blue **View Bill** button inside the table opens a list of bills for that **Account Name**.

citizens energy group	=		CEG User
Citizens Energy Link	Group: STANDARD	• Start Date: 3/26/2020	
A Home		End Date: 3/26/2020	
Account Summary	Apply Filters Download 📩	SEARCH	
Bill Detail			
Meter Detail	Account Name	Account Number	
	10 10 TO 10 10 10 10	1959550000 View Bill View Meter	
	And 1 (1975) 101 (1	7949870000 View Bill View Meter	
Nomination Entry	ACCESS 107-1 1070-117	4969330000 View Bill View Meter	
Nomination Summary	ACCESS 1001.0 1010.001	9598100000 View Bill View Meter	
Log Out	\$100x,240,000,000,010,010,0	0076610000 View Bill View Meter	



Bill Detail

Bills can also be accessed with the left navigation tab for Bill Detail.

Note – You will have access to historical data once the customer is added to your group. Once the customer is removed from group no historical data will be available.



The View Details button shows an expanded page of details for the selected bill.

citizens energy group	≡				CEG Us	Ser Contact Us	
Citizens Energy Link	Back to Bill Detail Download 🕏						
Home	Account: - 0072960000						
Bill Detail	Previous Period's Balance: \$8919.72 Payments: \$-8919.72 Total Adjustments: \$0.00						
Group Consumption	Bill Corrections: \$0.00 Total Current Billing Charges: \$9032.23 Ending Balance This Period: \$9032.23			_			
Nomination Entry	Bill Segment Citizens Energy Group / Commercial Citizens Gas Servic, C-G	SLVDB, Active,	06-01-2009, 007	0740426			
Log Out	Service Address INDIANAPOLIS, IN,	Amount \$9032.23	Start Date 12/31/2019	End Date 2/1/2020			
	Bill Calculation	ate End D	ato Pato Soh	edule Desc			



Bill Details and View Imbalance for Supplier Groups

To view the Supplier group bill details, set the filters for the correct group and the supplier account Click Apply Filters. Then click on **View Details**.

C citizens	≡	CEG User	Contact Us
Citizens Energy Link	Group: DAGIC • Accoun: (3-14 16-108/0000 •		
Account summary	Apply Ellors		
Bill Debal	2020- 03-06 View Details View Imbalance		

Scroll down to view the full set of details. Then click on Back to Bill Detail.

Citizens energy group	Ξ						User	Contact Us	*
Citizens Energy Link									
🕋 Home	Back to Bill Detail	ownload 🛓				_			
Account Summary	Account: - 284566 Bill Date: 2020-03-05	0000							
Bill Detail	Previous Period's Balance: \$-30 Payments: \$0.00	0922.62							
2 Meter Detail	Total Adjustments: \$0.00 Bill Corrections: \$0.00								
Group Consumption	Total Current Billing Charges: \$1 Ending Balance This Period: \$15	1898071.31 597148.69							
Nomination Entry	Bill Segment Citizens Energy Group / Citizens	Service Provider S	Stan, C-GSSU	JPS, Active, 02	-01-2020, 2841964737				
Nomination Summary	Service Address	Amount		Start Date	End Date				
💄 Log Out		\$1917819.96		2/1/2020	2/29/2020				E
	Bill Calculation								
	Description	Amount	Start Date	End Date	Rate Schedule Desc				
	Third Party Supplier Service Charges	\$1917819.96	2/1/2020	2/29/2020	Citizen's Third Party Gas Supplier - Standard				

Then click View Imbalance.

C citizens	=	CEG User	Contact Us
Citizens Energy Link	Group: DASIC Y Account CH4 16108/0888 Y		
🖀 Home	Аррау Енлек		
Account Summary	Bill Date		
Bill Debail	03-05 View Detalls View Imbalance		
Meler Detail Group Consumption	~		



Depending on supplier group type, Standard or Basic, you will have two different displays of imbalance detail. Here is an example of Standard imbalance details.

 	Citizens Energy Link - Bill Imbala 🗙 🕂
Citizens Energy Link	· · · · C 🏠 🔒 uatcel.citizensenergygroup.com/billimbalance.aspx?bid=284193704550
Citizens Energy Link Image: Mome Second Summary Back to Bill Detail Download ± Bill Detail Bill Date: 2020-03-05 Bill Detail Fuel Factor: 0.98460 Total Flowing Supply: 54153.0000 Consumption 421448.4000 Nomination Summary Gross Imbalance: -367295.4000 Image: Log Out Monthly Imbalance: -367295.4000	CEG Use
Mome Back to Bill Detail Download ± ➢ Account Summary Bill Date: 2020-03-05 Bill Detail Confirmed Nominations: 55000.0000 I Bill Detail Fuel Factor: 0.98460 I Total Flowing Supply: 54153.0000 I Total Flowing Supply: 678.250 I Total Flowing Supply: 678.250	litizens Energy Link
Account Summary Bill Date: 2020-03-05 Bill Detail Confirmed Nominations: 55000 0000 Meter Detail Fuel Factor: 0.98460 Total Flowing Supply: 54153 0000 Consumption Consumption: 421448 4000 Nomination Summary Gross Imbalance: -367295 4000 Nomination Summary Imbalance: -367295 4000 Log Out Monthly Imbalance: -367295 4000 Imbalance Percent: 678.250	A Home Download 🖢
Account Summary Dir Site. 2020000 Bill Detail Confirmed Nominations: 55000.0000 Puel Factor: 0.98460 Total Flowing Supply: 54153.0000 Consumption Consumption: Nomination Summary Gross Imbalance: Nomination Summary Imbalance: Log Out Monthly Imbalance: Imbalance Percent: 678.250	Bill Date: 2020-03-05
Bill Detail Confirmed Nominations: 55000 0000 Image: Construction Supply: 54153.0000 Image: Consumption Consumption: 421448.4000 Image: Nomination Summary Gross Imbalance: -367295.4000 Image: Log Out Monthly Imbalance: -367295.4000 Imbalance Percent: 678.250	Account Summary
Image: Second	Bill Detail Confirmed Nominations: 55000.0000
Image: Construction Total Flowing Supply: 54153.0000 Image: Construction Consumption 421448.4000 Image: Construction Gross Imbalance: -367295.4000 Image: Construction Imbalance Carryover: 0 Image: Construction Monthly Imbalance: -367295.4000 Imbalance Percent: 678.250	Fuel Factor: 0.98460
Image: Group Consumption Consumption: 421448 4000 Image: Consumption: Gross Imbalance: -367295 4000 Image: Nomination Summary Imbalance Carryover: 0 Image: Consumption: Consumption: -367295 4000 Imbalance: -367295 4000 0 Imbalance: -367295 4000 0 Imbalance: -367295 4000 0	Total Flowing Supply: 54153.0000
Nomination Entry Gross Imbalance: -367295.4000 Nomination Summary Imbalance Carryover: 0 Log Out Monthly Imbalance: -367295.4000 Imbalance Percent: 678.250	Group Consumption Consumption: 421448.4000
Implaince -3672954000 Implaince 0 Monthly Implaince: -3672954000 Implaince: -3672954000 Implaince: -3672954000	Nomination Entry Cross Imbalance: 287205 4000
Image: Nomination Summary Imbalance Carryover: 0 Imbalance -367295.4000 Imbalance Percent: 678.250	
Log Out Monthly Imbalance: 367295.4000 Imbalance Percent: 678.250	Imbalance Carryover: 0
Imbalance Percent: 678.250	Log Out Monthly Imbalance: -367295.4000
	Imbalance Percent: 678.250

And an example of Basic Imbalance details. You will likely need to scroll-right and scroll-down to view the imbalance table.

C	citizens energy group	≡									G User		Contact Us	A
Citi	zens Energy Link													
*	Home	Back to Bil	I Detail	Download a	2									
	Account Summary	Date	Total Delivered Nominations	Fuel Factor	Total Flowing Supply	Group Consumption (MCF)	BTU Factor	GroupConsumption (DTH)	Imbalance Volume	imbalance %	Neg 0-20	Neg 20- 30	Neg 30- 40	Neg Ove 40
	Bill Detail	2/1/2020	11000.0000	0.98460	10830.6000	9469.0000	1.0330	9781.4800	1049.1200	9.690	0.0000	0.0000	0.0000	0.0
	Meter Detail	2/2/2020	11000.0000	0.98460	10830.6000	9332.0000	1.0330	9639.9600	1190.6400	10.990	0.0000	0.0000	0.0000	0.0
Ш	Group Consumption	2/3/2020	11000.0000	0.98460	10830.6000	8858.0000	1.0330	9150.3100	1680.2900	15.510	0.0000	0.0000	0.0000	0.0
⇒	Nomination Entry	2/4/2020	11000.0000	0.98460	10830.6000	9399.0000	1.0330	9709.1700	1121.4300	10.350	0.0000	0.0000	0.0000	0.0
Ħ	Nomination Summary	2/5/2020	9000.0000	0.98460	8861.4000	9417.0000	1.0330	9727.7600	-866.3600	9.780	866.3600	0.0000	0.0000	0.0
	Log Out	2/6/2020	11000.0000	0.98460	10830.6000	9525.0000	1.0330	9839.3300	991.2700	9.150	0.0000	0.0000	0.0000	0.0
	203 0 0	2/7/2020	9000.0000	0.98460	8861.4000	8753.0000	1.0330	9041.8500	-180.4500	2.040	180.4500	0.0000	0.0000	0.0
		2/8/2020	9500.0000	0.98460	9353.7000	9441.0000	1.0330	9752.5500	-398.8500	4.260	398.8500	0.0000	0.0000	0.0
		2/9/2020	9500.0000	0.98460	9353.7000	9432.0000	1.0330	9743.2600	-389.5600	4.160	389.5600	0.0000	0.0000	0.0
		2/10/2020	9500.0000	0.98460	9353.7000	9511.0000	1.0330	9824.8600	-471.1600	5.040	471.1600	0.0000	0.0000	0.0
		2/11/2020	11000.0000	0.98460	10830.6000	9498.0000	1.0330	9811.4300	1019.1700	9.410	0.0000	0.0000	0.0000	0.0
		2/12/2020	11000.0000	0.98460	10830.6000	9560.0000	1.0330	9875.4800	955.1200	8.820	0.0000	0.0000	0.0000	0.0
		2/13/2020	10000.0000	0.98460	9846.0000	9580.0000	1.0330	9896.1400	-50.1400	0.510	50.1400	0.0000	0.0000	0.0
		2/14/2020	10000.0000	0.98460	9846.0000	9427.0000	1.0330	9738.0900	107.9100	1.100	0.0000	0.0000	0.0000	0.0
		2/15/2020	11000.0000	0.98460	10830.6000	9278.0000	1.0330	9584.1700	1246.4300	11.510	0.0000	0.0000	0.0000	0.0
		2/16/2020	11000.0000	0.98460	10830 6000	9378 0000	1.0330	9687 4700	1143 1300	10.550	0.000	0.0000	0.0000	



Meter Detail

The **Meter Detail** page allows you to view interval data depending on the meter type available per your filter selections. You have the option to view data in 60 min., or Daily intervals. The **Download** button creates a .csv file of the filtered table. Please note, in the example below, the 11:00AM hour interval is representative of data recorded in the hour 10:00AM -11:00AM

Note – You will have access to historical data once the customer is added to your group. Once the customer is removed from group no historical data will be available.

C citizens energy group	≡				CEG User Contact Us	
Citizens Energy Link	Group: BASIC	• Service/Meter:	Gas Meter -	• Start Date	: 02/02/2020	
Home	Account: - 2662	920000 * Measure:	CCF O DTH	Interval:	60 mins	Ī
Account Summary	Apply Filters Do	wnload 📩 Note, values may	y reflect preliminary and not fina	I data. Date selecte	d for gas meters reflects gas day.	-
Meter Detail	Total: 166.81	Max.: 0.87				
Group Consumption	Date Time	CCF	Estimated			
Nomination Entry	02/02/2020 11:00 AM	0.87	N			
Nomination Summary	02/02/2020 12:00 PM	0.87	N			
Log Out	02/02/2020 1:00 PM	0.87	N			

Note – All group customer accounts will be available to select from on this page, but only accounts with AMR-interval data will have data to view, otherwise you will get error message 'No interval device found"

Note – Total and Max will be displayed in table header for filter period. If you want to see Total and Max for one day, the Start and End Date must be filtered for 1 day

These details are also accessible with the View Meter button on the Account Summary page.

citizens energy group	≡		CEG User
Citizens Energy Link	Group: STANDARD	• Start Date: 3/26/2020	
A Home		End Date: 3/26/2020	
Account Summary	Apply Filters Download 📩	SEARCH	Q
Bill Detail		Account	
1 Meter Detail	Account Name	Number	
	ME 10775 10.008 LT	1959550000 View Bill View	ew Meter
	March March 1997	7949870000 View Bill View	ew Meter
Nomination Entry			



Group Consumption

The **Group Consumption** page includes a quick glance at the supplier group consumption data for AMRinterval data accounts in your group. The **Totals Bar** will include selected filter data of **Nomination**, **Consumption** and **Imbalance** across the top of the page.





Nomination Entry

The **Nomination Entry** page (for gas suppliers and administrators only) allows users to enter gas nomination details, see the confirmation status, and click to view the history of the nomination.

The **Cycle** and **Gas Day** are displayed per the filter selections. An existing nomination can be edited or deleted with the buttons in the **Nominations** table. **Contract** numbers can be entered with a combination of numbers and letters.

Next to the larger **Nominations** table, you will find two tables for viewing the summary data of **Fuel Calculations** and **Pipeline Totals**. These calculations and totals are updated as you enter the new **Nominations**. Fuel calculation will be visible after one nomination line has been submitted.

C citizens energy group	=	CEG User CEG CEG
Citizens Energy Link	Group: STANDARD • Gas Day: 03/26/2020	Nomination Info UAT
Home	Apply Filters	
Account Summary	Nominations	
Bill Detail	Cycle: Intraday Gas Day: 3/26/2020, 10:00 AM EST	
Meter Detail		Fuel Calculations
Group Consumption	Pipeline Contract Nomination DTH Confirmed History	Total Nominations DTH: 40.00
	Panhandle 123456 20 No View	Fuel Percentage: 1.55 %
Nomination Entry		Fuel DTH: 0.62
Nomination Summary		Nominations Less Fuel DTH: 39.38
Log Out	Submit Changes Roll Forward End 03/26/2020	Pipeline Totals DTH %
	Changes must be submitted in order	Citizens: 0 0%
	to be infanzed.	Midwestern: 0 0%
	Add Nomination	Kinetrex: 0 0%
		Panhandle: 20 50%
		Rockies: 0 0%
		Texas: 20 50%
		Total: 40 100%



The **Edit** function opens up the nomination for changes in fillable fields below the table.

Note, a **Contract** number cannot be edited for an existing nomination, you must delete and re-enter it as a new nomination with a revised contract number. The **Nomination** entry will only allow 1 line item with the same contract # and pipeline combination; make an edit to the nomination line if the volume changes.

When the nomination edit has been entered, click the green **Save** button to add the edited nomination to the tables.

citizens energy group	≡				CEG User CEG	Contact Us
Citizens Energy Link	Group: STANDAR	D •	Gas Day: 03/26/2020		Nomination Info UAT	
A Home	Apply Filters					
Account Summary	Nominations					
Bill Detail	Cycle: Intraday Gas Day: 3/26/2020, 10	0:00 AM EST				
Meter Detail	Pinalina Co	Nomination DTH	Confirmed History		Fuel Calculations	
Group Consumption	Pipeline Co	Intract Nomination DTH	Commed History	Eait De	Total Nominations DTH:	40.00
	Panhandle 12	23456 20	No View	'] 🗖 🤅	S Fuel Percentage:	1.55 %
Nomination Entry	Taxaa 40	2450 00	No. (1/64)		Fuel DTH:	0.62
Nomination Summary	Submit Changes	Roll	End 03/26/2020		Nominations Less Fuel DTH	1: 39.38
📥 Log Out		Forward	Date:		Pipeline Totals	DTH %
	to be finalized	nitted in order			Citizens:	0 0%
	to be infanzed.				Midwestern:	0 0%
	Add Nomination				Kinetrex:	0 0%
					Panhandle:	20 50%
	Edit Nomination				Rockies:	0 0%
	Pipeline:	Contract	: Nomination	DTH:	Texas:	20 50%
	Texas	▼ 123456	20		Total:	40 100%
	Additions and edits to n	ominations must be saved befor	a they can be submitted			
	Additions and edits to m	Ioniniations must be saved beloi	e mey can be submitted.			
	Save	Cancel				
		-				



If the pipeline seasonal requirement validation is active for a supplier group and the nomination entered is outside of tolerance, an error message will appear with an option to email the administrator.

Nomination Error	(
Validation errors were d the administrator for as	etected. The nomination cannot be saved until corrections are made or you can email sistance. Click the 'X' in the upper right corner to cancel the nomination entry.
Status	Description
Not Saved	The nomination percentage of 71% on the pipelines other than Panhandle exceeds the shoulder (January-01 and March-31) limit of 50%



The edited nomination is highlighted in all the tables until you click the green **Submit Changes** button.

	citizens energy group	≡							CEG User	٦	🗹 Contact U	Js
Citi	zens Energy Link	Group: STA	NDARD	٣	Gas Day: 03/	26/2020			Nomination Info UAT			
Â	Home	Apply Filter	s									
	Account Summary	Nomination	s									
Ľ	Bill Detail	Cycle: Intrad Gas Day: 3/26/20	<mark>ay</mark> 20, 10:00 AM E	:ST								
:7.	Meter Detail							_	Euel Calculations			
Ē	Group Consumption	Pipeline	Contract	Nomination DTH	Confirmed	History	Edit	Delete	Total Nominations DTH:		70.00	
	Group Consumption	Panhandle	123456	20	No	View		8	Fuel Percentage:		1.55 %	
⇒	Nomination Entry						_	~	Fuel DTH:		1.09	
-		Texas	123456	20	No	View		U	Nominations Less Fuel D	DTH:	68.92	
Ш	Nomination Summary	Texas	123457	30	No	View		8				
-	Log Out			-					Pipeline Totals	DTH	%	
		Submit Chang	jes 👘	Roll	End	03/26/2020			Citizens:	0	0%	
		Changes must be	submitted in or	der Forward	Date:				Midwestern:	0	0%	
		to be finalized.							Kinetrex:	0	0%	
									Panhandle:	20	29%	
		Add Nominati	on						Rockies:	0	0%	
		Add Nomina	tion						Texas:	50	71%	
		Diselise		Contracto					Iotal:	70	100%	
		Pipeline:		Contract:		Nomination DTH:						
		Texas		•								
		Additions and edi	ts to nomination	s must be saved before	they can be sub	omitted.						
		Save		Cancel								



The **Roll Forward** toggle allows you to set your existing nominations to rollover to a specific end date. If you prefer to manage nominations on a daily basis, leave the **Roll Forward** toggle off (default).

citizens energy group	Ξ			CEG User	Contact Us
Citizens Energy Link	Group: STANDARD	▼ Gas Day	: 03/26/2020	Nomination Info UAT	
A Home	Apply Filters				
Account Summary	Nominations				
Bill Detail	Cycle: Intraday Gas Day: 3/26/2020, 10:00 AM ES	ST			
2 Meter Detail	Disaling Overtext	Newigetien DTU Orafi	maad Uiadama Edid Balada	Fuel Calculations	
Group Consumption	Pipeline Contract	Nomination DTH Confir	med History Edit Delete	Total Nominations DTH:	40.00
	Panhandle 123456	20 No	View 🚺 🚺 😣	Fuel Percentage:	1.55 %
Nomination Entry				Fuel DTH:	0.62
T	lexas 123456	20 NO	View Z	Nominations Less Fuel DTH:	39.38
Log Out	Submit Changes	Roll Er Forward D	nd 03/26/2020 ate:	Pipeline Totals	отн %
	Changes must be submitted in ord to be finalized	er		Citizens:	0 0%
	to be manged.			Midwestern:	0 0%
	Add Nomination			Kinetrex:	0 0%
	Edit Manaimatian			Pannandie:	20 50%
	Edit Nomination			ROCKIES:	0 0%
	Pipeline:	Contract:	Nomination DTH:	Tetal:	20 50%
	Texas	▼ 123456	20	iotai.	40 100%
	Additions and edits to nominations	must be saved before they can b	e submitted.		



The blue **Add Nomination** button opens entry fields for a new nomination. Just like a nomination edit, the changes must be saved then submitted. The affected areas in the tables will be highlighted in blue when saved.

citizens energy group	≡							CEG User	C	Contact Us
Citizens Energy Link	Group: STA	NDARD	٣	Gas Day: 03/2	6/2020			Nomination Info UAT		
A Home	Apply Filter	s								
Account Summary	Nomination	s								
Bill Detail	Cycle: Intrad Gas Day: 3/26/20	ay)20, 10:00 AM I	EST							
Meter Detail							_	Fuel Calculations		
Group Consumption	Pipeline	Contract	Nomination DTH	Confirmed	History	Edit	Delete	Total Nominations DTH:		70.00
	Panhandle	123456	20	No	View		8	Fuel Percentage:		1.55 %
Nomination Entry	Toxac	102450	20	No	View		0	Fuel DTH:		1.09
Nomination Summany	lexas	123456	20	NO	View		ω	Nominations Less Fuel DT	H:	68.92
	Texas	123457	30	No	View		8			
🐣 Log Out			-					Pipeline Totals	DTH	%
	Submit Chang	jes	Roll	End	03/26/2020			Citizens:	0	0%
	Changes must be	submitted in o	Forward rder	Date:				Midwestern:	0	0%
	to be finalized.	, odoni ili co ili o						Kinetrex:	0	0%
								Panhandle:	20	29%
	Add Nominat	ion						Rockies:	0	0%
	Add Nomina	tion						Texas:	50	71%
	Add Nomina	uon						Total:	70	100%
	Pipeline:		Contract:		Nomination DTH	:				
	Texas		v [
	Additions and edi	ts to nomination	ns must be saved before Cancel	they can be subr	nitted.					



From the **Nominations** table, you can delete a nomination. When you click the circle-X icon, a pop-up appears to ask you to confirm or cancel the change.





Nomination Summary

The **Nomination Summary** page provides a filtered table of all your monthly nominations with supporting details. The difference between scheduled nomination and delivered nomination would show any nomination cuts during the nomination process.

Citizens energy group	≡						CEG User	Contact Us
Citizens Energy Link	Group:	STANDARD		• Pipeline:	ALL PIPELINES	• Month:	December	¥
A Home				Contract:		Year:	2019	v
Account Summary	Арр	ly Filters	Download 📩					
Bill Detail	Nomina	ation Sum	mary (Daily)					
Meter Detail	Nomina	ation Sum	mary (Daily)					
Group Consumption	Gas Da	у	Pipeline	Contract	Scheduled Nomination DTH	Delivered Nomination DT	Nomination Less H Fuel DTH	Confirmed Status
Nomination Entry	04/15/2	020	Panhandle	test	500	400	393.80	Confirmed
Nomination Summary	04/15/2	020	Rockies	test	500	500	492.25	Non Confirmed
Log Out								



Contact Us Form

If you have technical difficulties or questions, please use the **Contact Us** button at the top right to submit a form with your question.

C	citizens energy group	≡				CEG User	Contact Us
Citi	zens Energy Link	Contact Us					
~	Home	*Name:	*Customer or Supplier (o	:hoose one):			
			Customer	 Supplier 		Phone Numbers	
	Account Summary	*Account Number	Service:			Emergency or Leak	(317) 924-3311
	Bill Detail		Gas		•	Customer Service Business Contact Center	(317) 927-4328 r (317) 927-4328
	Meter Detail	*Email:	Reason:			Crisis Hotline Toll Free	(317) 027-4798 (800) 427-4217
⊞	Group Consumption	name@email.com	Billing Inquiry		•	Call Before You Dig	811
		*Confirmed Email:	Your message, question	, or comment:		Hours	
-2	Nomination Entry	name@email.com				Business Contact Center	r
==	Nomination Summary	Phone (Optional):				Monday - Friday Customer Service	8:00am - 5:00pm
2	Log Out		_			Monday - Friday Saturday	7:00am - 7:00pm 9:00am - 1:00pm
		Username (Optional):	Submit				
		* - required fields					

For the best security of your data, select the **Log Out** button (bottom, left navigation) and close your browser.

Citizens Energy Link Username
Username
Password
Login
You are now logged out.
Contact Us

