



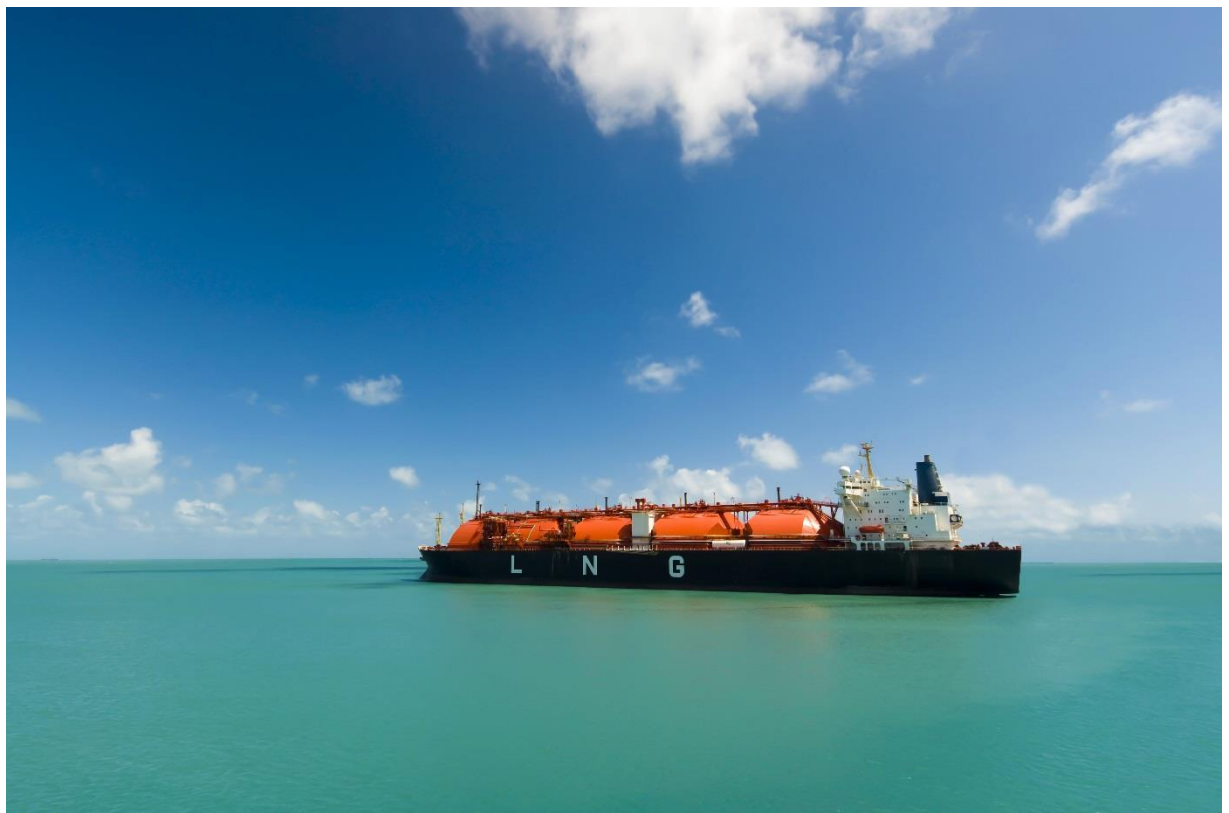
U.S. Department of Energy

Import/Export Authorization Portal for Natural Gas

User Manual

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Version 1.2



U. S. DEPARTMENT OF ENERGY
The Office of Fossil Energy

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1 Introduction

The Office of Fossil Energy (FE) has established a user-access, web-based Portal for companies and other entities that interact with FE, in relation to the import/export provisions of the Natural Gas Act. The Portal will simplify and speed users’ interactions with FE for routine matters, reducing time and burden for the user community.

The Portal can be accessed through desktop or laptop computers, or with mobile devices.

This document serves as a reference manual for users outside of FE. This includes companies or other entities that import and/or export natural gas to or from the United States (Import/Export users) and public users of the Import/Export Authorization Portal for Natural Gas (the Portal) who access reports and related information published by FE (Public users).

1.1 Purpose

The purpose of this document is to present step-by-step instructions for using the Portal.

1.2 Definitions, Acronyms and Abbreviations

Term	Definition
FE	Office of Fossil Energy, U.S. Dept. of Energy
FERGAS	Fossil Energy Regulatory Gas Activity System
GSA	U.S. General Services Administration

1.3 References

Index	Document Name	Description	Data Source	Type
1	Login.gov Help	A help page to browse common topics of login.gov website.	https://login.gov/help/	External
2				
3				

1.4 Overview of the Document

This document provides instructions for functions currently available through the Portal. It includes numbered instructions for each activity, along with illustrative screenshots. Portal functionality is being built over time, so some user interactions may not be available through the Portal immediately. Where appropriate, the Portal provides links to other web locations if functionality has not yet been set up through the Portal.

1.5 Additional help

If you need additional help with the Import/Export Authorization Portal application, you may send email to Portal@hq.doe.gov for assistance.

2 Portal Access and User Management

2.1 User Roles and Access

As a Portal user, you must be assigned to one or more of following four roles:

- Company Administrator
- Applicant
- Attorney
- Reporting Contact

Users may be associated with more than one company. For example, an Attorney may have several clients who wish to give him/her access to the Portal to perform certain functions on their behalf. Each individual Company Administrator may associate users with their company.

1) Company Administrator

- A Company Administrator can add other, subsidiary users, including additional Company Administrators, if desired.
- After successful login, an Import/Export user will see a menu like the one in **Figure-1** below, based on their role. The Company Administrator will have all the functionality necessary to perform currently available company operations, including maintaining company information, authorizing/adding new company users, filing applications, working with existing authorizations, and filing monthly reports under import/export authorizations.

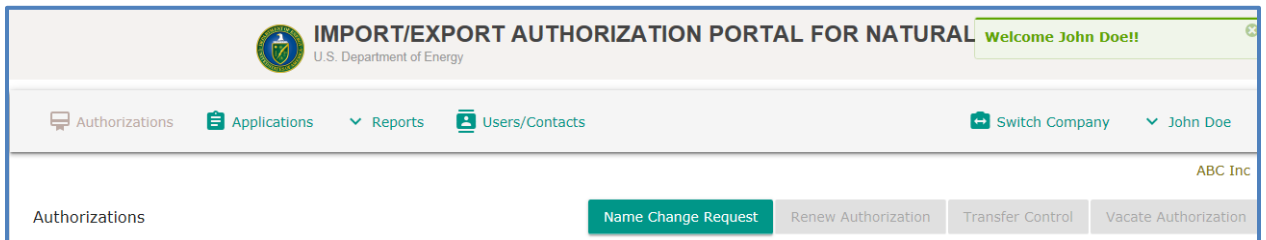


Figure-1: Company Administrator User Menu

2) Applicant

Applicant users have access to functionality including Submit Applications, Request Extension, Transfer Control and other functionalities related to Applications/Authorization.

3) Attorney

Attorney users can access some functionality related to filing import/export applications (filing the Opinion of Counsel form).

4) Reporting Contact

Reporting Contacts have access to functionality related to filing monthly import/export reports.

2.2 New Company Registration

Import/Export users interact with the Portal for multiple purposes. All users must register, creating a Portal account. Companies new to importing/exporting natural gas to/from the United States must also be registered. (Companies with current authorizations, or which have had authorizations in recent years, are already in the system.) A new Company and the Company Administrator user will be registered at the same time.

Please note that the company registration process is new for FE’s natural gas import/export administration. It is necessary for implementation of the web-based Portal. **Companies already in the database – e.g., ones that have recently had an active import/export authorization -- have been pre-loaded into the Portal and registered.** FE staff have contacted those companies to have them designate a Company Administrator, since that is a new role.

The representative of a new company should complete the company registration. The following are the steps to complete a new company (and Company Administrator) registration. (Note that other users for a company will be designated by the Company Administrator.)

The steps for registering a new company and a Company Administrator are as follows:

- 1) Access the Portal’s home page at <https://fossil.energy.gov/fergas-fe/main.html> (Figure-2).

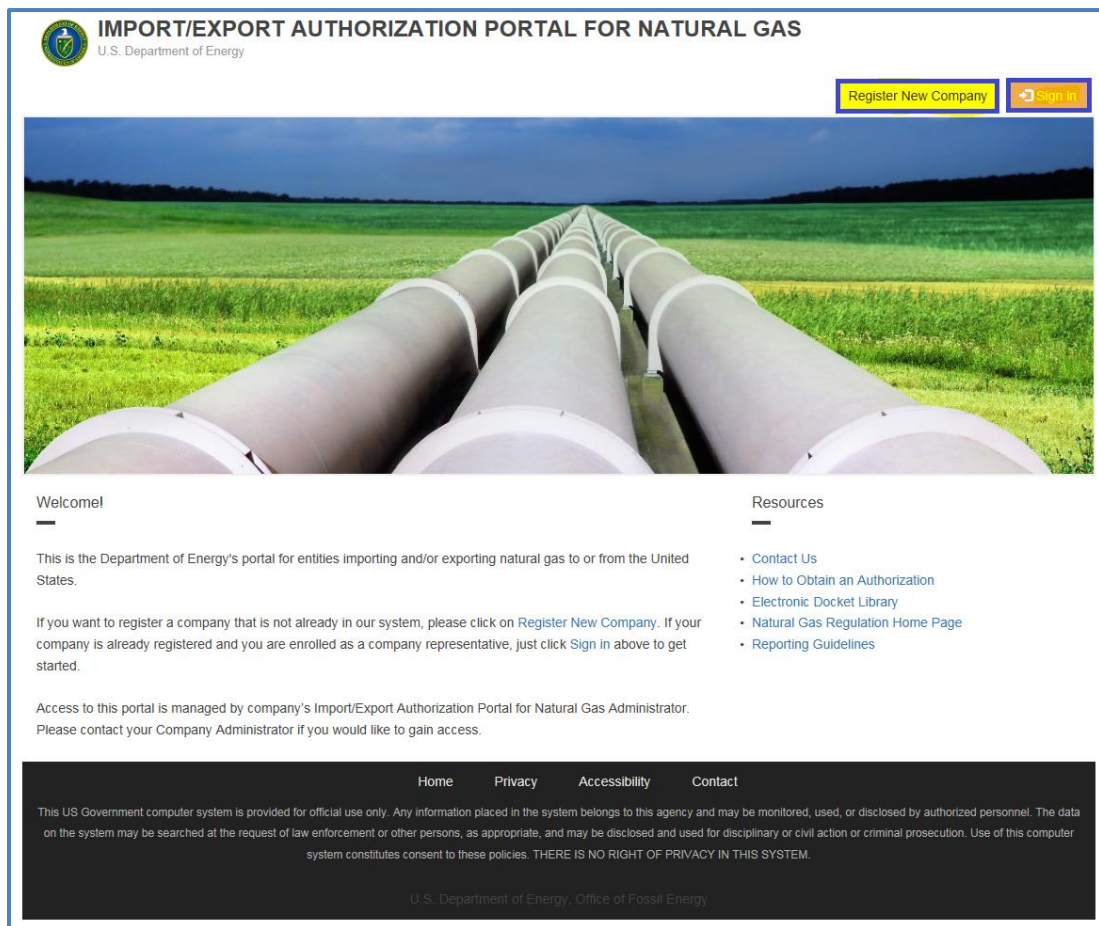


Figure-2: Portal Home Page

- 2) Click the “**Register New Company**” button link in the upper right corner of the page. A confirmation dialog box will be displayed (**Figure-3**).

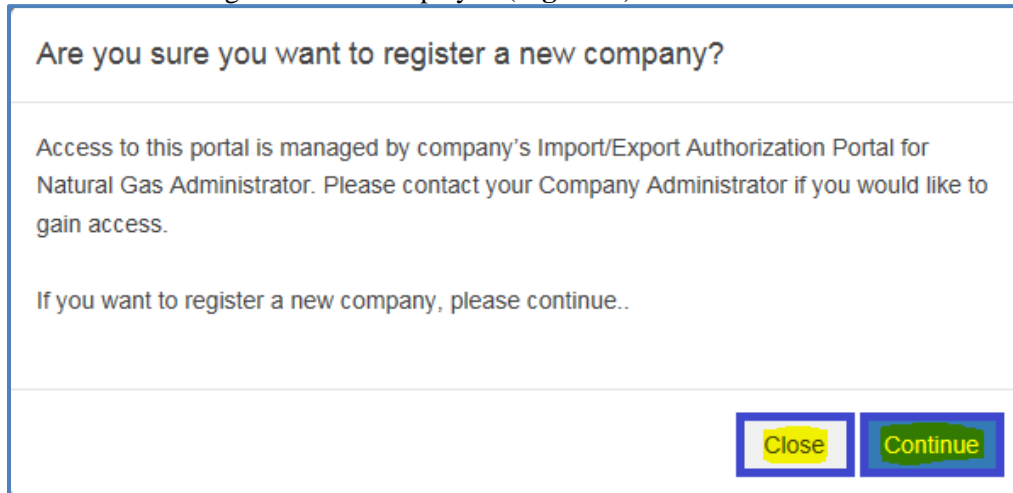


Figure-3: New Company Registration – a confirmation dialog box to continue

- 3) Click “**Continue**” to proceed in registering a new company. A page with DOE’s privacy policy will be displayed (**Figure-4**). You may click “**Close**” to the process.

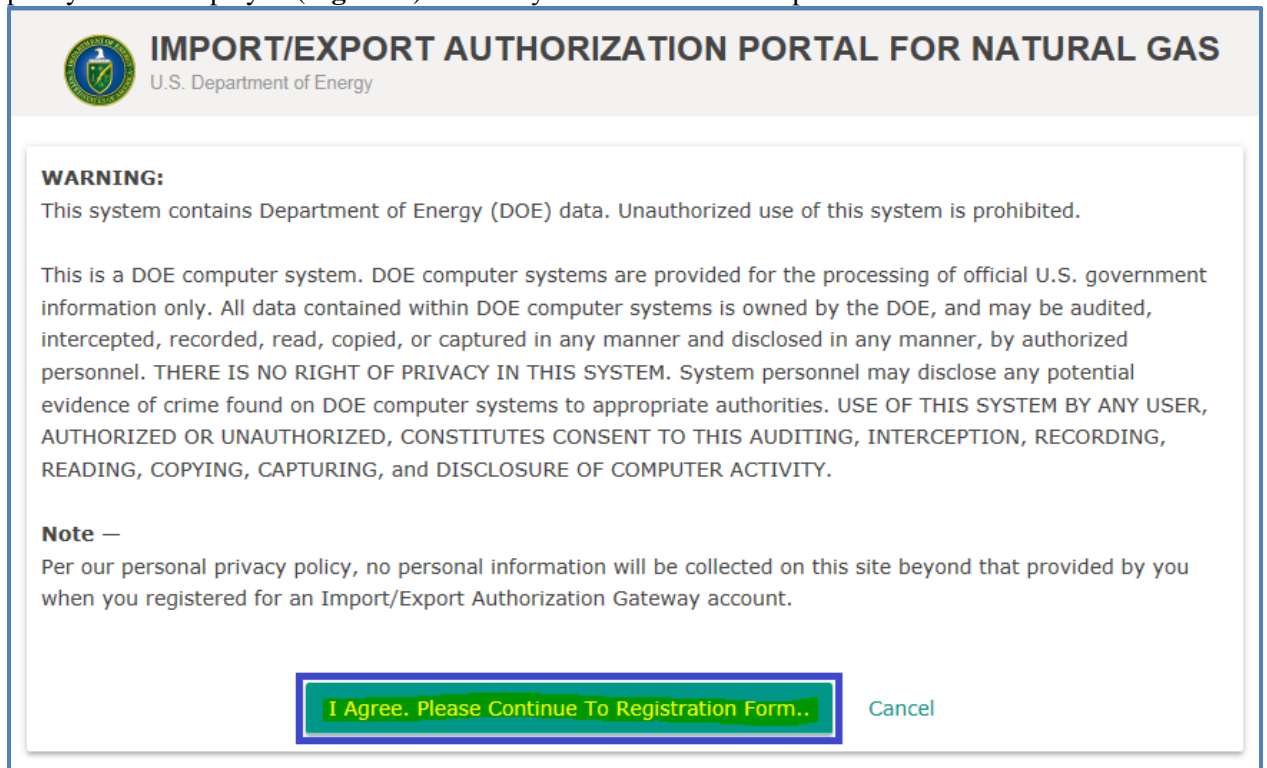


Figure-4: New Company Registration - Portal Privacy Policy Page for the registrant to agree

- 4) Click “**I agree. Please Continue To Registration Form..**” to go to the next step of the registration process. If you do not agree to the DOE’s privacy policy, you can exit the registration process by clicking the “**Cancel**” button.

- 5) Enter all the required information (fields marked as “*”) on the registration form as seen on **Figure-5**. The “reCAPTCHA” feature ensures the user is not a bot. It will ask the registrant to click or tap on photographs with certain characteristics, and shows a green checkmark after successful completion. The registration form may show a validation error for any incorrectly completed fields.
- a. **You may want to check whether your company is already in the system**. When entering the company name, the user can search the list of Companies that are in the system, to see whether that exact company name is already registered. **If it is, there is no need to complete a new registration.** (Please be careful to enter your company’s precise legal name, taking care with commas, abbreviations, etc.) Click the “**Search existing companies**” link to access the search page, enter part of your company name, and click or tap the “**Search**” button to get the list (**Figure-6**). If there is no match, proceed to completing the company registration form.

The screenshot shows the 'Registering a Company for the First Time' form. At the top, it features the U.S. Department of Energy logo and the title 'IMPORT/EXPORT AUTHORIZATION PORTAL FOR NATURAL GAS'. The main heading is 'Registering a Company for the First Time'. Below this, there is a paragraph explaining the purpose of the form and a note about email verification. The form is divided into sections: 'Company Detail' with a link to 'Search existing companies', 'Company Administrator Detail', and a reCAPTCHA section. The 'Company Detail' section has a 'Company Name' field with 'ABC Inc' entered. The 'Company Administrator Detail' section has fields for 'First Name' (John), 'Middle Initial', 'Last Name' (Doe), and 'Job Title' (Manager). The 'Email Address' field contains 'fergas@hq.doe.gov' and is accompanied by a 'Verify Email Address' field with the same text. The 'Phone Number' field contains '(301) 903-2020' and is accompanied by a 'Verify Phone Number' field with the same text. At the bottom, there is a reCAPTCHA widget showing a green checkmark and the text 'I'm not a robot'. Below the reCAPTCHA are two buttons: 'Submit' and 'Cancel'.

Figure-5: New Company Registration - Form Page

Search Existing Companies

Company Name *

ABC I

	Company Name
1.	ABC Inc

Search Cancel

Figure-6: New Company Registration - Search Existing Companies

- 6) Upon completing the form, click or tap the “**Submit**” button. This button will be enabled after required fields are completed.
- 7) After successful submission, a confirmation message will be displayed (**Figure-7**) and the new Company Administrator user will receive an email with a user-specific link (a button) to click or tap on and complete the registration process (**Figure-8**). See **sections 2.3 and 2.4** below, for detailed instructions about the process of creating an account and logging in to the Portal.

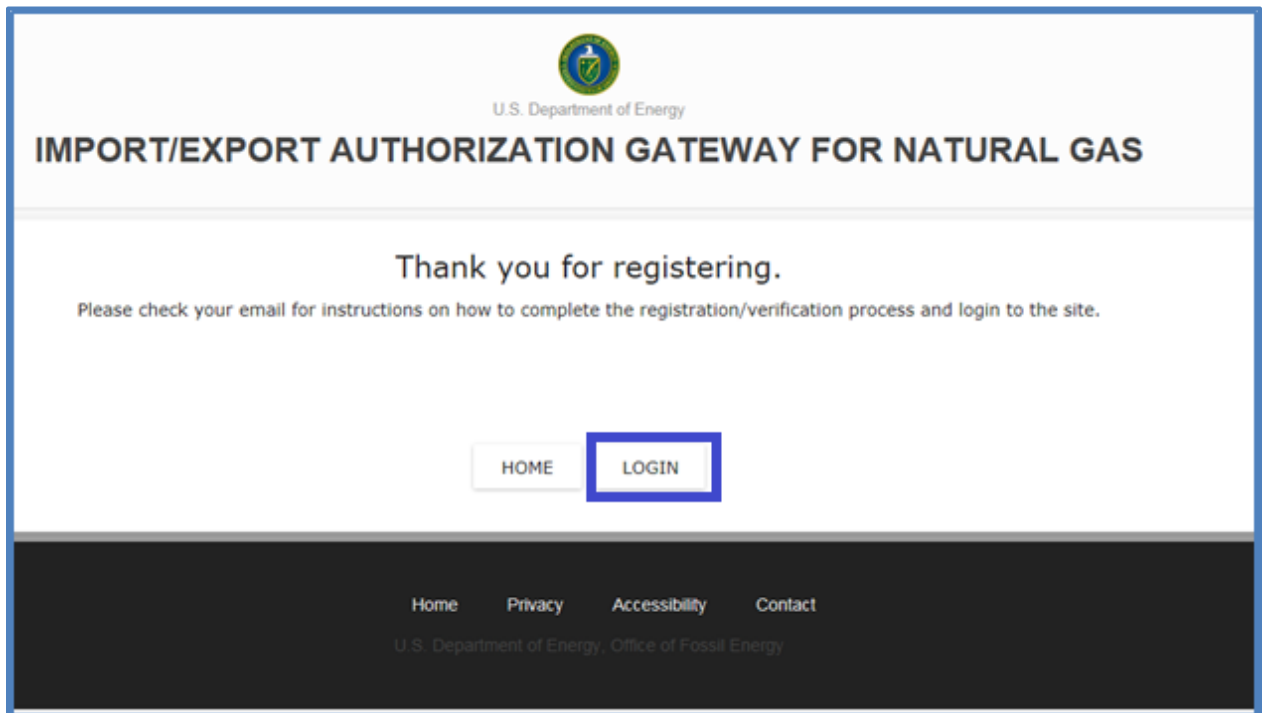


Figure-7: New Company Registration - Confirmation Page

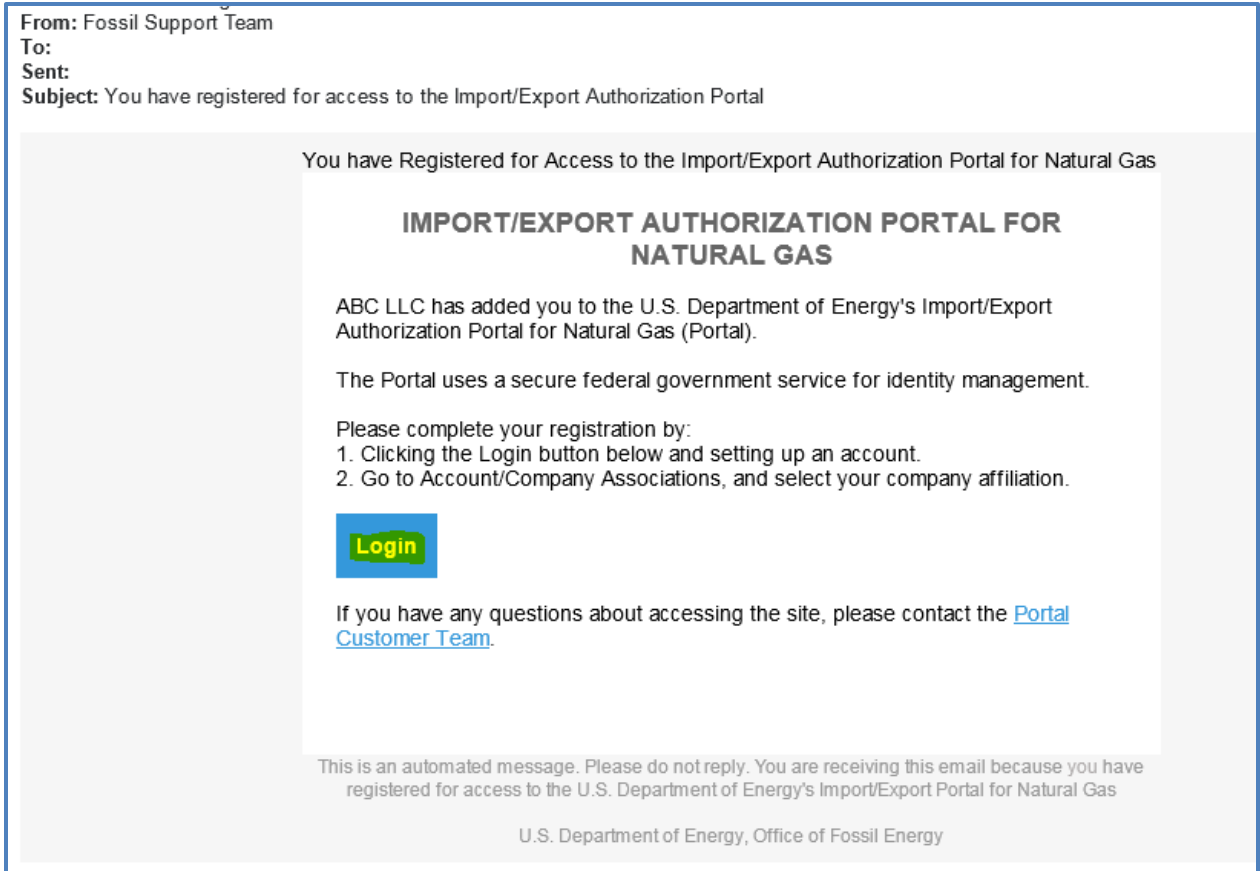


Figure-8: New Company Registration - Email confirmation message

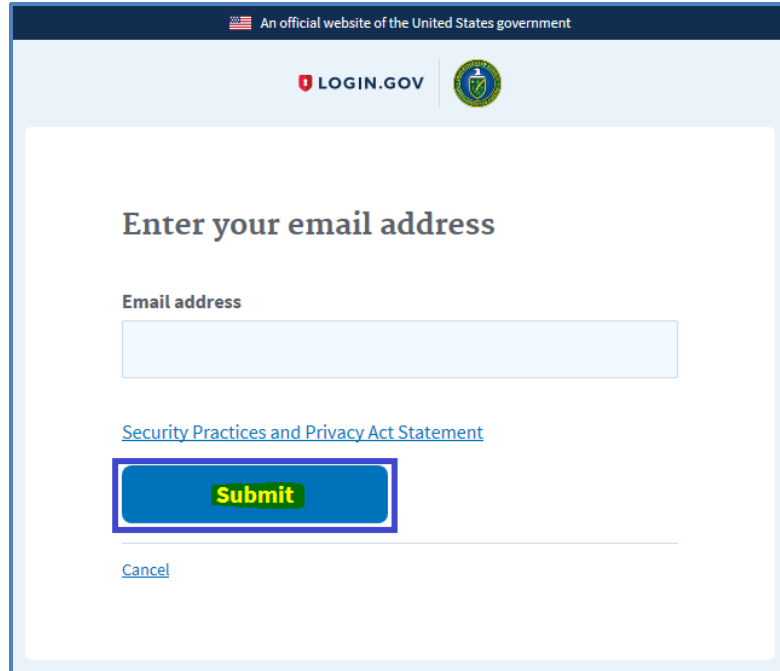
2.3 Create an Account at Login.gov

PLEASE NOTE

For purposes of the Portal, accounts should be created either during the process of registering a new company with us, or through a user-specific registration link sent from the system by the Company Administrator.

Using the “Create an Account” feature at login.gov won’t connect the user to the Portal. If you’ve accidentally tried this and need assistance to properly create a Portal account, please contact Portal@hq.doe.gov for further assistance.

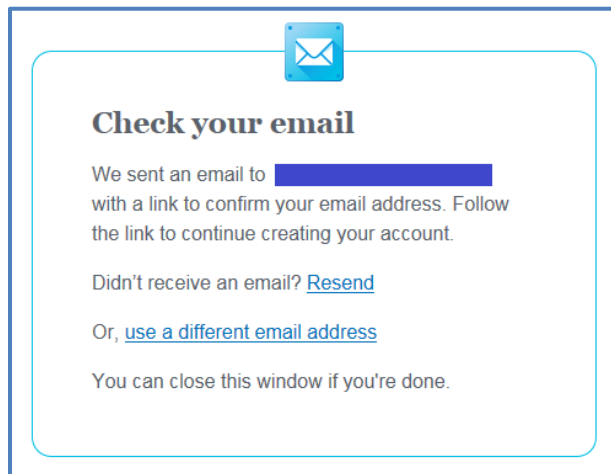
- 1) Click on “**Create an account**” and follow the prompts - you’ll be creating an account at Login.gov for purposes of interacting with this DOE system (**Figure-10**). Your account will be based on your business email address. One security feature is that the system will send you a code separately that you will enter. If you like, you can tell the interface to remember the device you’re using, for 30 days, so you won’t have to enter a code each time.



The screenshot shows a web form titled "Enter your email address" on the LOGIN.GOV website. At the top, it says "An official website of the United States government" and "LOGIN.GOV" with a logo. The form has a text input field labeled "Email address". Below the field is a link for "Security Practices and Privacy Act Statement". A blue "Submit" button is highlighted with a red border, and a "Cancel" link is at the bottom.

Figure-9: Create an account – Initiation form to confirm email address

- 2) Click “**Submit**” and you will see a confirmation message page (**Figure-10**).



The screenshot shows a confirmation message box with a blue envelope icon at the top. The text reads: "Check your email", "We sent an email to [redacted] with a link to confirm your email address. Follow the link to continue creating your account.", "Didn't receive an email? [Resend](#)", "Or, [use a different email address](#)", and "You can close this window if you're done."

Figure-10: Create an account – Confirmation page to validate email

- 3) An email will be sent to the email address of the account that you are trying to create. You must check your email inbox (**Figure-11**) and follow the instructions to complete the user registration.

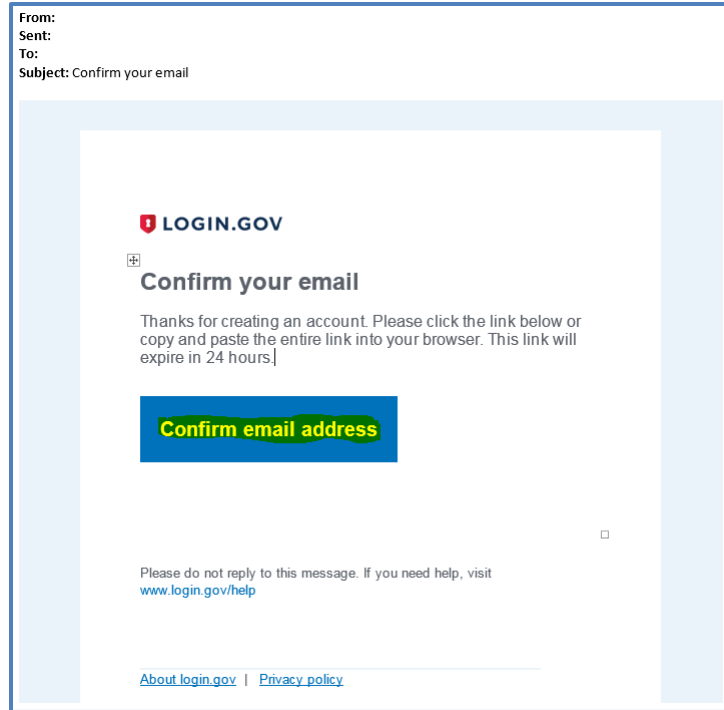


Figure-11: Portal Login – Create an account email confirmation page

- 4) Click “**Confirm email address**” from your email (**Figure-11**) and follow the instructions on setting up a strong password (**Figure-12**).

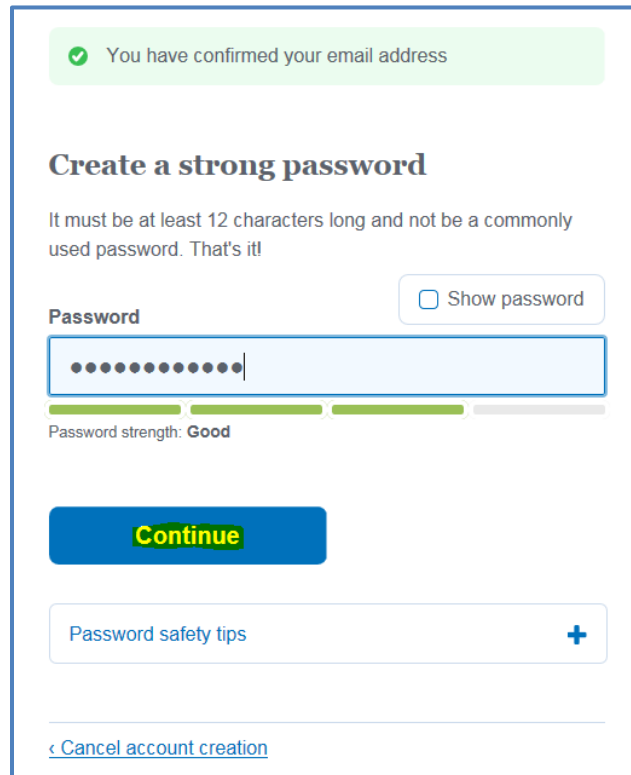


Figure-12: Portal Login – Create an account password setup

- 5) Click the “**Continue**” button and choose an option to secure your account (**Figure-13**). In the example shown here, a user has selected to receive a code by text message.

Secure your account

login.gov makes sure you can access your account by adding a second layer of security.

Select an option to secure your account:

- Text message / SMS**
Get your security code via text message / SMS
- Phone call**
Get your security code via phone call
- Authentication application**
Set up an authentication application to get your security code without providing a phone number
- Security key**
Use a security key to secure your account
- Backup Codes**
Receive a pre-generated list of security codes to use when signing in

Continue

[< Cancel account creation](#)

Figure-13: Portal Login – Create an account security setup

- 6) Click the “**Continue**” button and enter the mobile phone number (in this example; you may choose another method) to receive a code and click “**Send code**” (**Figure-14**).

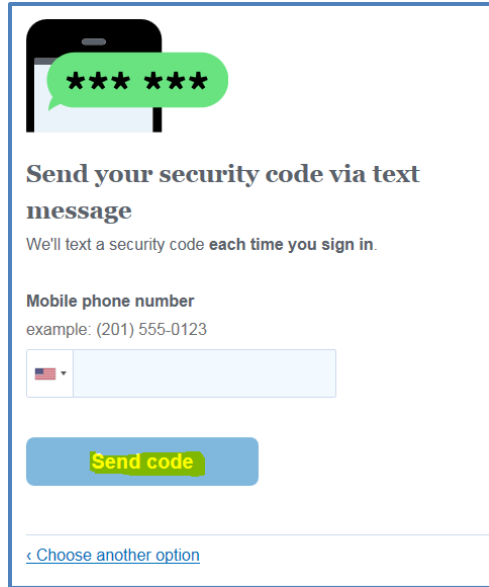


Figure-14: Portal Login – Send security code

- 7) Enter the one-time security code that you received on the mobile phone (in this example) and click the “**Submit**” button.

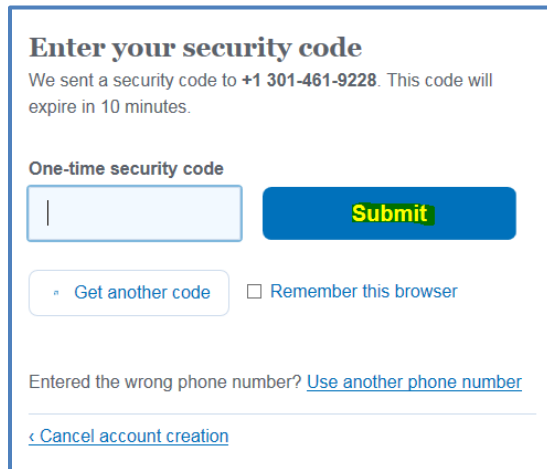


Figure-15: Portal Login – Enter security code

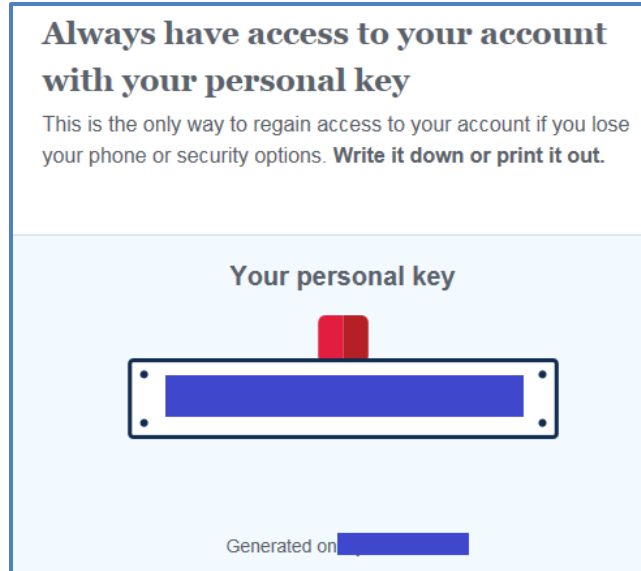


Figure-16: Portal Login – Personal key display to remember

- 8) The system generates a personal key. Note down the value for later use. On the next page, enter the personal key and click “**Continue**” (**Figure-17**).

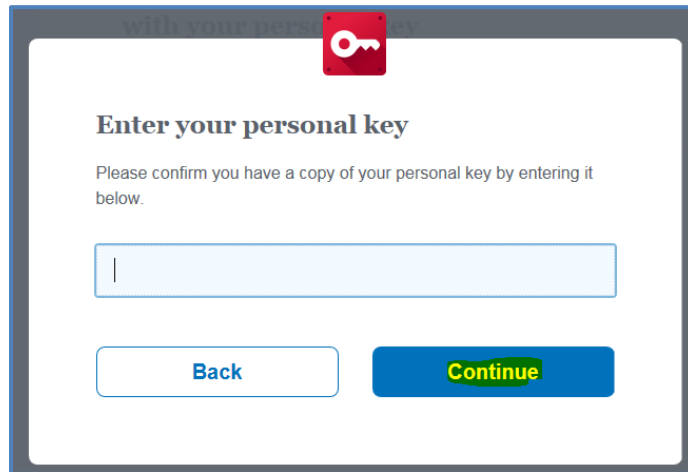


Figure-17: Portal Login – Enter personal key

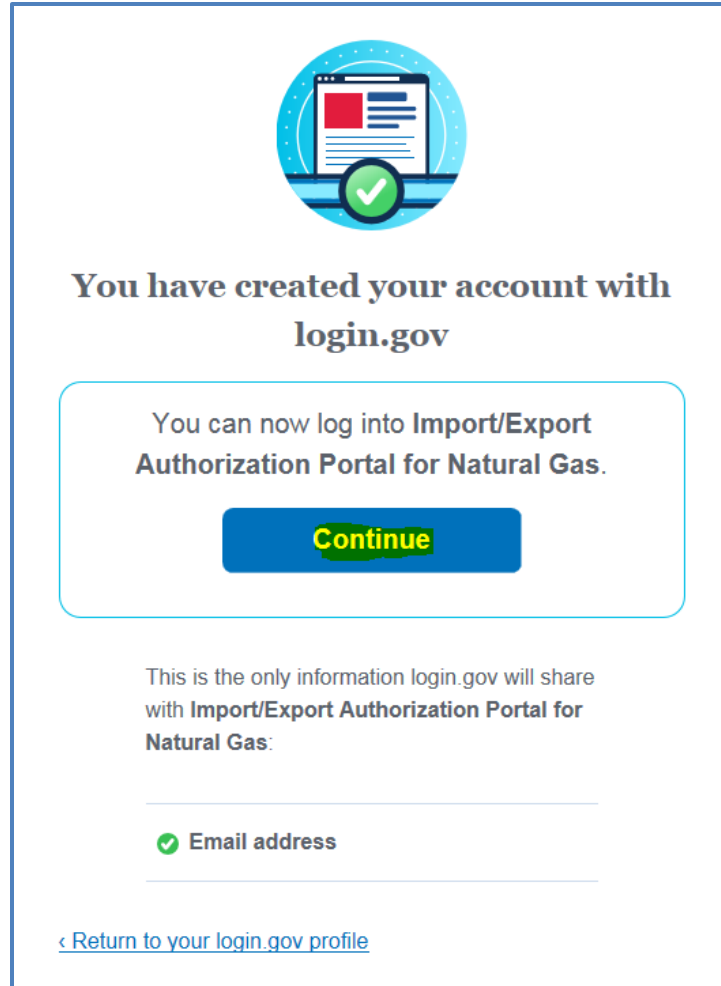


Figure-18: Portal Login – Confirmation and interface to the Portal from login.gov

- 9) Click “**Continue**” to “**Sign In**” to the Portal.

2.4 Sign in

Registered users can access the Portal with an email address and password. The site is accessed using Login.gov, a system offered by the U.S. General Services Administration (GSA), for federal government use. It is secure and straightforward to use. At login, you will be navigated to Login.gov. After successfully entering credentials, you will gain access to the Portal.

- 1) For your **first Sign in**, you must click or tap the “**Login**” button in a confirmation email you will receive (**Figure-8**). The login button represents a unique identifier and it’s very important for the user to access the login page from the email, the first time. The button will navigate the user to the Portal’s login page. (**Figure-19**).

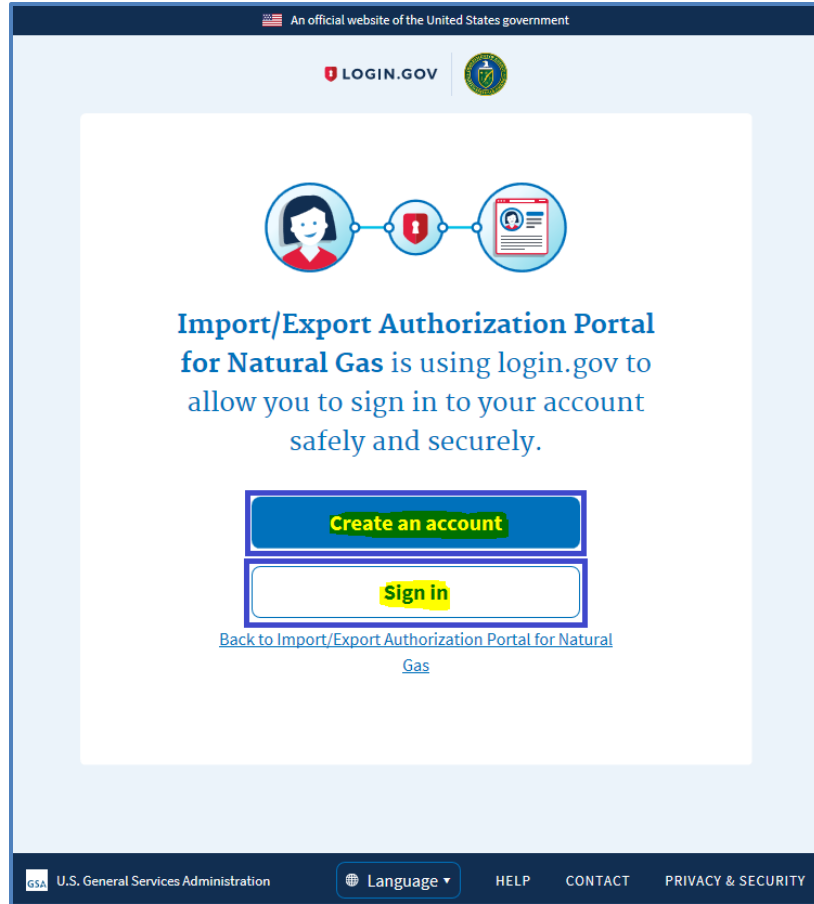


Figure-19: Login.gov Main Page

- 2) Click “**Sign in**” on the main page and you will be directed to accept DOE’s privacy policy statement (**Figure-20**).

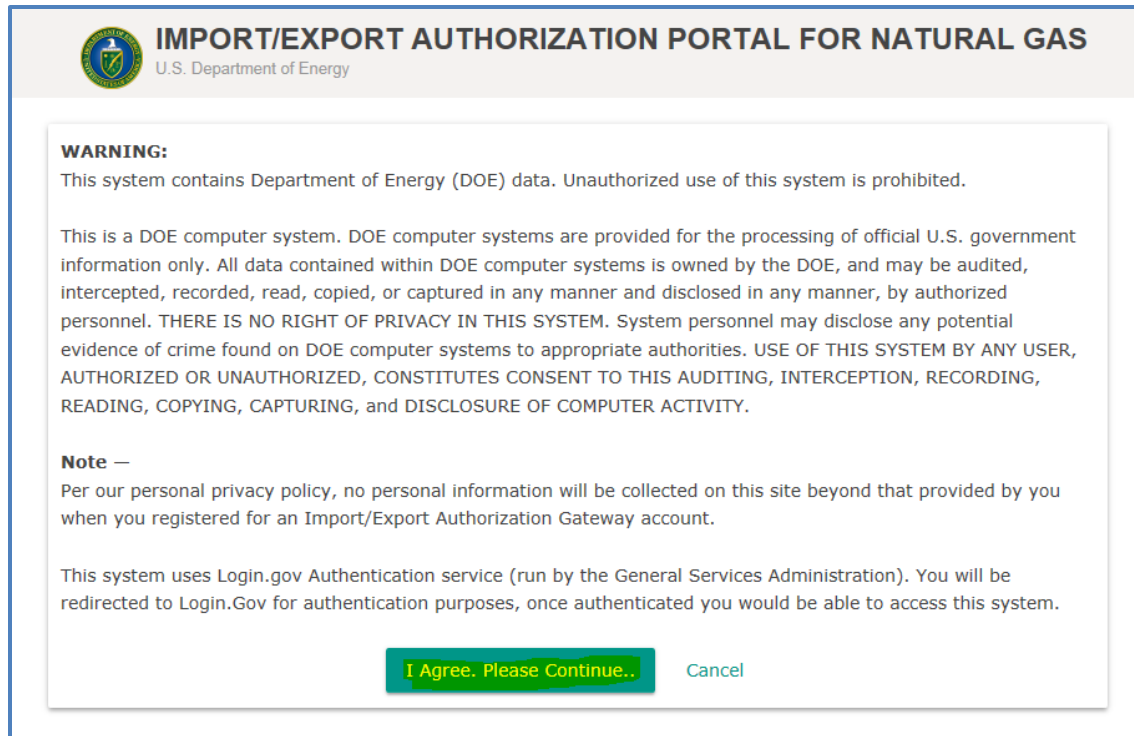


Figure-20: Portal Sign in –Privacy Statement for the user to agree

- 3) Click **“I Agree, Please Continue..”** to continue to the sign in page. If you don’t agree to the privacy policy you may click **“Cancel”** to exit the sign in process (Figure-20).

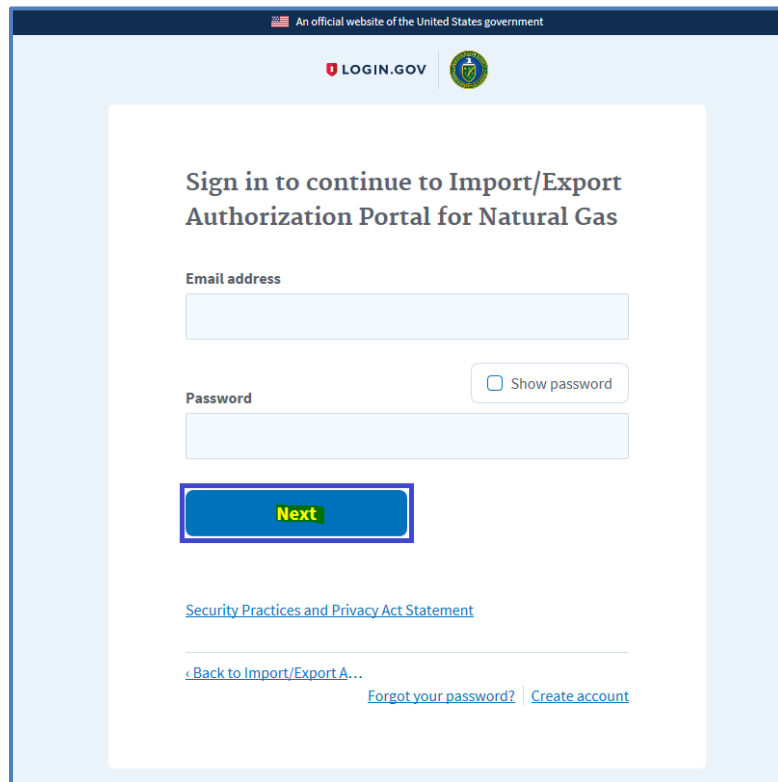


Figure-21: Portal Sign in – Account

- 4) Enter your Email address and password and then click the “**Next**” button to Sign in to the Portal (**Figure-21**).

2.5 Users/Contacts management by Company Administrator

The Company Administrator can assign others to one or more roles associated with their company. The new user must then register by following a user-specific link sent to them by the Portal. The specific steps for this process are listed below.

2.5.1 Add New User

- 1) After logging in, the Company Administrator clicks or taps on “**Users/Contacts**” and then clicks on “**Add New User**” (**Figure-22**).

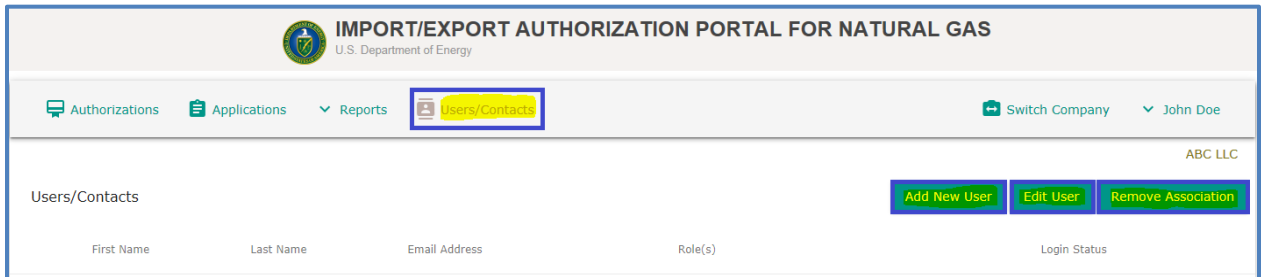


Figure-22: Users/Contacts - Menu

- 2) A “**Create New User**” dialog box will be displayed (**Figure 23**). For users not in the system, provide the name and email address for, and select checkboxes to choose role(s) for, the new user. Click “**Save.**”

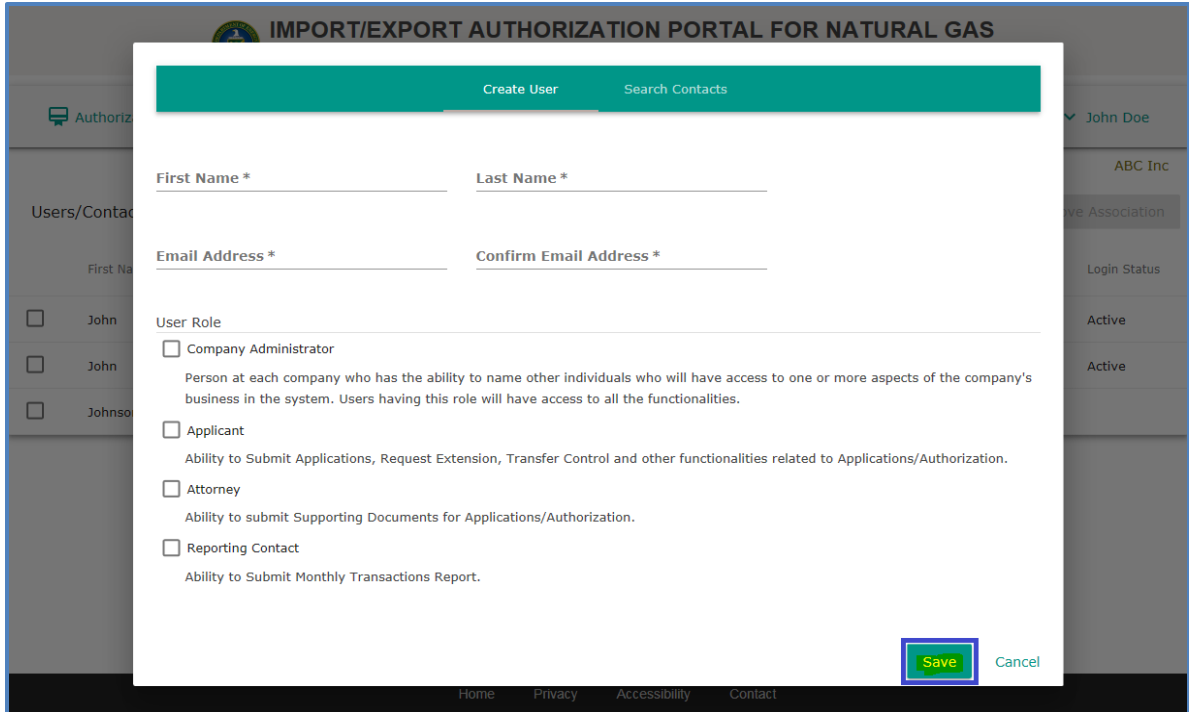


Figure 23: Users/Contacts - Create New User Page

- 3) If a user is already registered, the Company Administrator can click or tap on “**Search Existing Contacts**” in the upper right of the page. A search box will be displayed (**Figure 24**). Type in parts of at least two of the fields in the search box. If the user is listed in the search results, from the results page, select the user, check the box(es) for the user’s role(s) for the company, and click or tap “**Add User.**”

Figure 24: Users/Contacts - Search Contacts Page

- 4) After successful submission, a confirmation message will be displayed and the new user will receive an email with a user-specific link (a button) to click or tap on to complete the registration process (**Figure-25**).

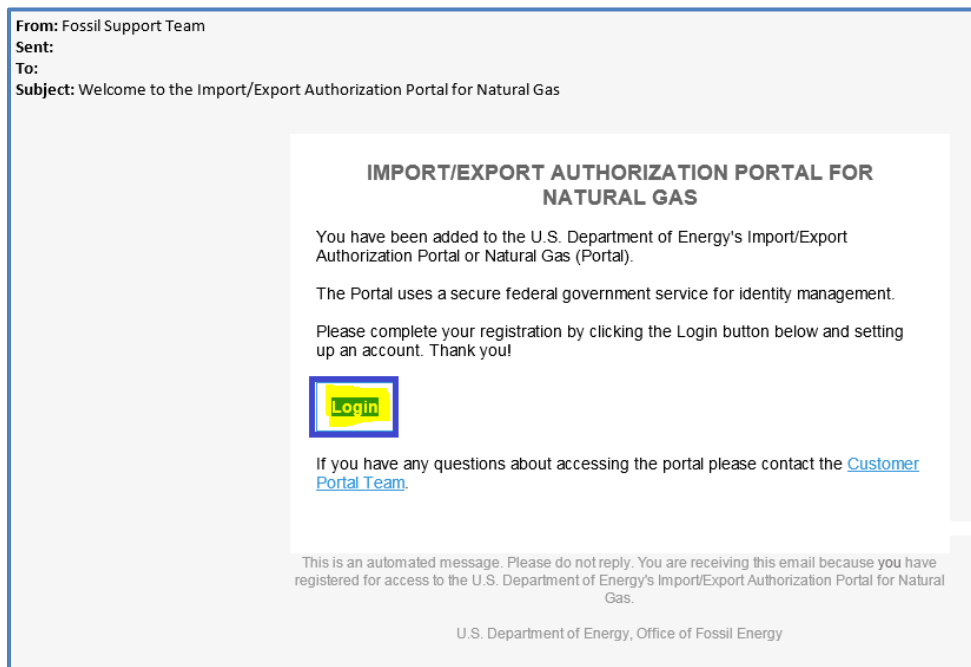


Figure-25: Add New User – Confirmation email from company administrator

- 5) The new user must then click or tap on the “**Login**” button in the email and sign in to the Portal, as described in the **section 2.4**.

2.5.2 Edit User

Company Administrators can edit users’ roles for their company.

- 1) From the Company Administrator’s page, select “**Users/Contacts**” from the menu.
- 2) Select the check box next to a user’s name. Two tabs that have been grayed out will turn blue and become active.
- 3) Click “**Edit User**” to change role(s). Use the check boxes to make changes, then click or tap “**Save.**” (See **Figure-26**)

Edit User

First Name *
John

Last Name *
Doe

Email Address *
fewebmaster@hq.doe.gov

User Role

Company Administrator
Person at each company who has the ability to name other individuals who will have access to one or more aspects of the company’s business in the system. Users having this role will have access to all the functionalities.

Applicant
Ability to Submit Applications, Request Extension, Transfer Control and other functionalities related to Applications/Authorization.

Attorney
Ability to submit Supporting Documents for Applications/Authorization.

Reporting Contact
Ability to Submit Monthly Transactions Report.

Save **Cancel**

Figure-26: Users/Contacts – Edit User

2.5.3 Remove Association

A Company Administrator can remove the user’s association with the company – for example, if they no longer work at the company (Remember that a particular user might be associated with more than one company. Deleting one association leaves the others intact) by doing the following actions.

- 1) From the Company Administrator’s page, select “**Users/Contacts**” from the menu.
- 2) Select the check box next to a user’s name. Two tabs that have been grayed out will turn blue and become active. When selecting a non-admin user, the “**Remove Association**” button becomes active.
- 3) Click “**Remove Association**” to remove the user’s connection with the company in the Portal. The Portal will provide a popup confirmation box (**Figure-27**). Click or tap “**Ok**” to complete the action or “**Cancel**” to cancel it.

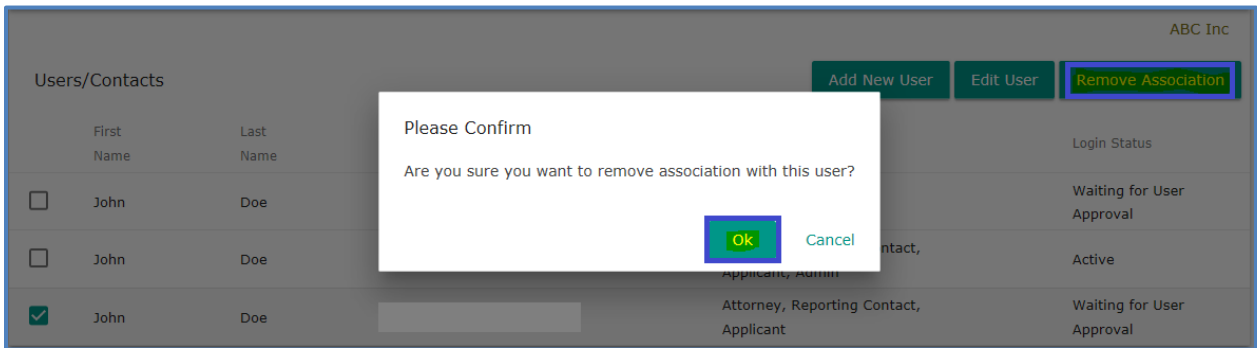


Figure-27: Users/Contacts – Remove Association

2.6 User Profile Menu Actions

2.6.1 Edit Portal User Profile

You can edit your profile to update the email address where you receive messages from the system and other information. To do so, click or tap the dropdown menu in the upper right of the home page (where you arrive after login), and select the profile option: “[User Name] -> My Profile” to edit. (See **Figure-28**) After making any changes, click or tap the “**Save**” button. The “**Cancel**” button may be used to cancel the operation. Please note that the email address on the profile is the company email where the user receives communications from the Portal, and not necessarily the same as an email address used for account login.

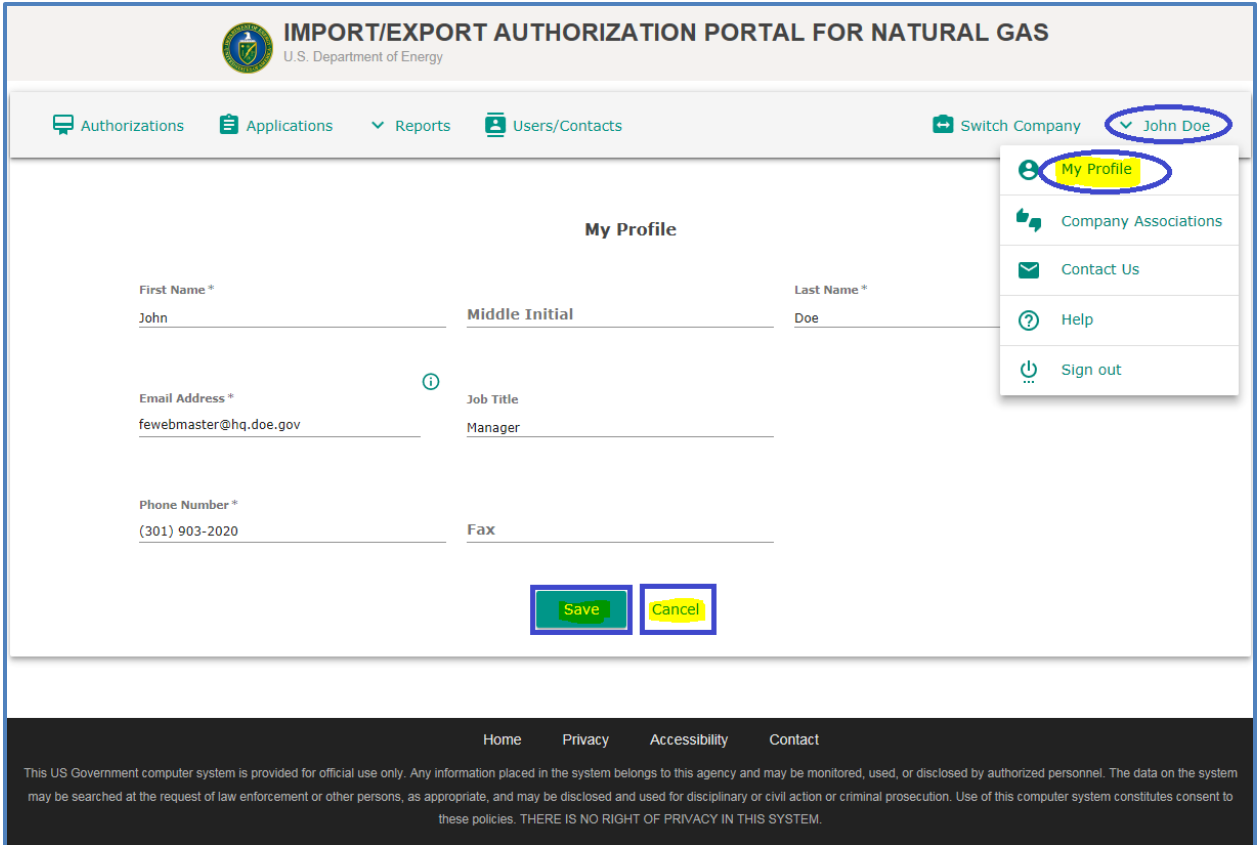


Figure-28: My Profile - Edit Portal User Profile

2.6.2 Company Associations

- 1) Access the “**Company Associations**” option under the menu [User name]. This page will list all the company associations of the user.

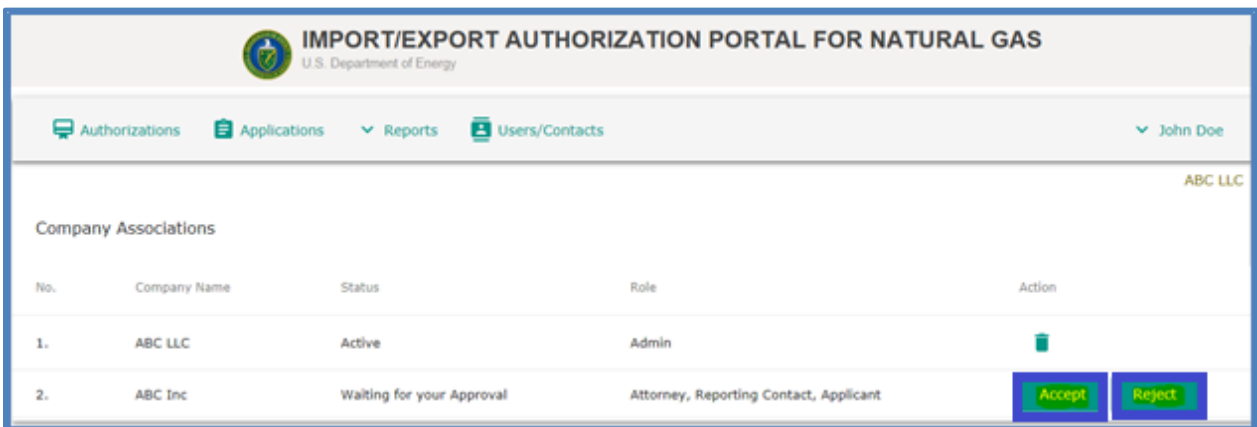


Figure-29: Company Associations – User Accept/Reject request

- 2) If you have a pending request by a Company Administrator to be associated with a new company, you can accept it here. (For example, your family of companies may get an authorization under the name of a new subsidiary.) To do so, click or tap the “**Accept**” button (See **Figure-29**) to accept the request from the Company Administrator.

- 3) A popup confirmation message appears (**Figure-30**). Click “**Ok**” to accept the request. You can also cancel the “accept request” by clicking the “**Cancel**” button.

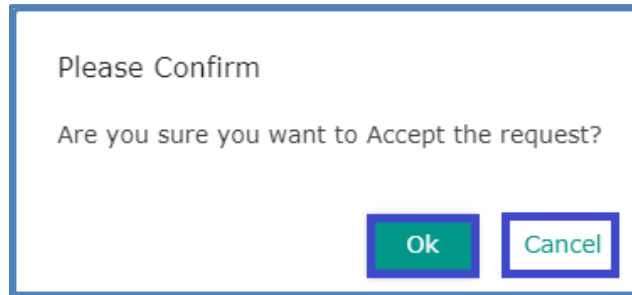


Figure-30: Company Associations – User acceptance confirmation dialog box

- 4) The user’s status will be changed from “**Waiting for your Approval**” to “**Active.**” (**Figure-31**)



Figure-31: Company Associations – Accept result page

- 5) Click or tap the “**Reject**” button to deny a request from the Company Administrator (**Figure-29**). A popup confirmation message appears (**Figure-32**). Click “**Ok**” to reject the request. You can also cancel the “reject request” by clicking the “**Cancel**” button.

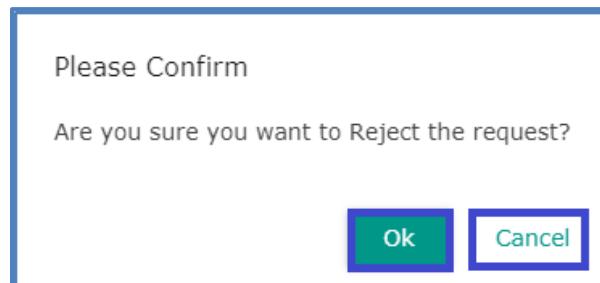


Figure-32: Company Associations - Reject confirmation dialog box

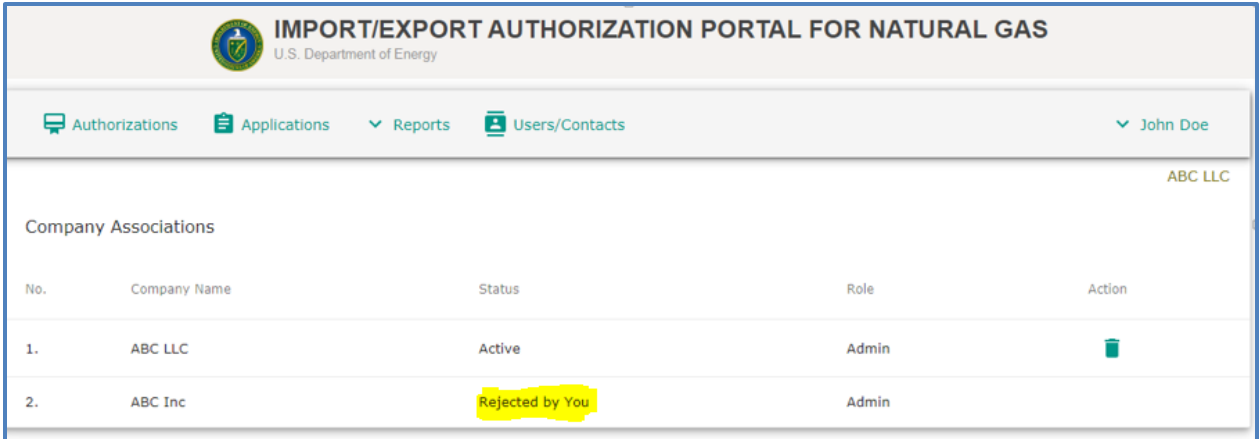


Figure-33: Company Associations – Rejection of company associations by the user

- 6) You can delete your associations with a company, as long as you are not the only Company Administrator. To do so, click or tap delete icon (**Figure-34**).

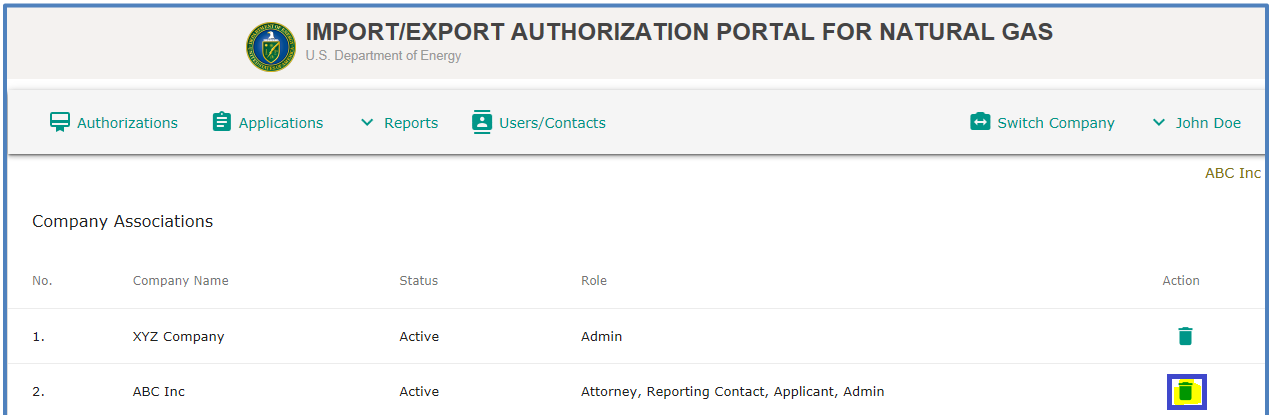


Figure-34: Company Associations - Multiple company associations view

- 7) A dialog box will be displayed to confirm deletion of the company association. Click or tap the ‘Ok’ button. The ‘Cancel’ button may be used to cancel the operation.

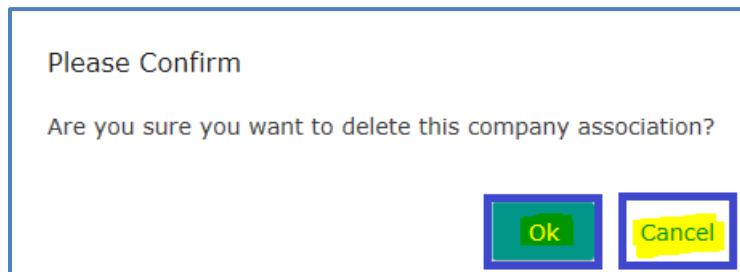


Figure-35: Company Associations - Delete company associations confirmation page

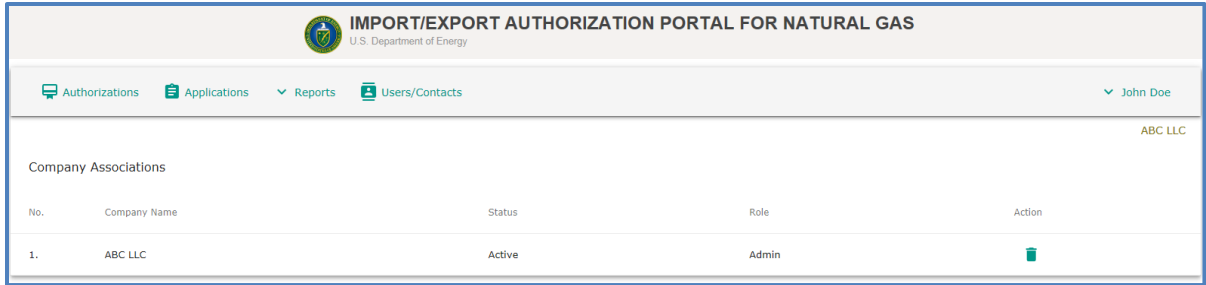


Figure-36: Company Associations - Company associations view after deletion

Note that a Company Administrator’s association may only be deleted if that company has another Company Administrator. This is a system rule that ensures there is always one associated with each company.

2.6.3 Contact Support

You can contact support for any questions related to your use of the Portal by completing a “**Contact Us**” form.

- 1) From the menu in the upper right of the home page, click or tap the “[**User Name**] -> **Contact Us**” button from the drop-down menu to send a message to the support team.
- 2) Please be sure to select the appropriate topic – this will route your question to the right staff. Fill out the contact form (see **Figure-37**) and click or tap the “**Send**” button. (You may also cancel out of the message form.)

Contact Us

Topic *
 Monthly Reports ▼

Subject *
 Submission of Monthly Transaction

Message *
 Could you please send us the timeline in submitting the monthly transactions?

Please include a Phone number if you want us to call you.

Send
Cancel

Figure-37: Contact Us - Contact support form

- 3) The appropriate staff will receive the message via email (**Figure-38**) and take appropriate action.

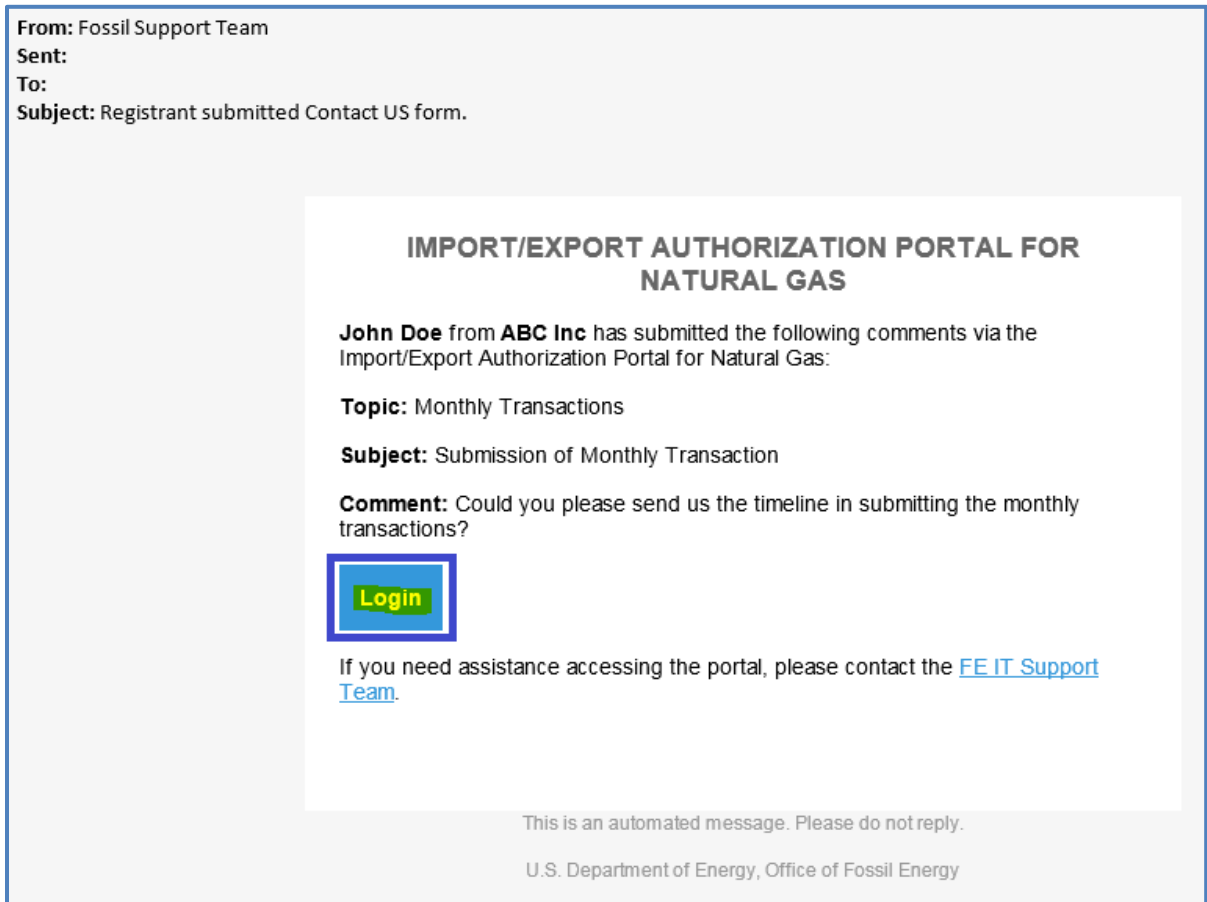


Figure-38: Contact Us - Contact support confirmation email

2.6.4 Help

Please note that the Help feature, which will be accessible in the **[User name]** menu, is under construction and not currently available.

2.6.5 Sign Out

To exit the Portal, click or tap the “**[User Name]** -> **Sign Out**” button in the drop-down menu to logout. The Portal will prompt the user for confirmation to close all active sessions.

3 Report Submission through the Portal

3.1 Monthly Report

Please take the following steps to submit monthly reports on natural gas import/export activity.

- 1) Login to the Portal
- 2) Click “**Reports**” and then click “**Monthly Report**”(Figure-39)

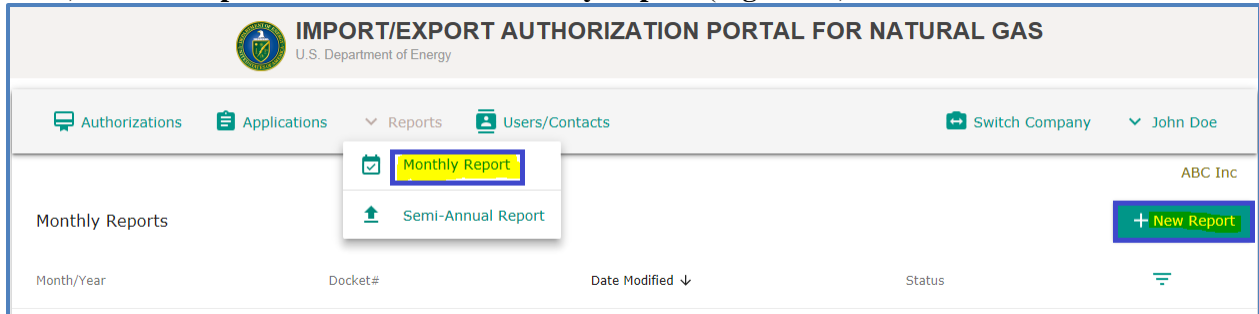


Figure-39: Monthly compliance report menu

- 3) The Monthly report page displays past reports (these can be viewed by clicking on the document icon on the right hand side). To begin a new report, click the “+**New Report**” button in the upper right part of the page.
- 4) Select the Docket number of an active docket from the drop-down menu, then select the Year and Month for the new report.
- 5) If you’d like to import data from the previous month’s report, click on “**Copy from Last Report,**” and a page with that data, but for the currently selected month, will appear.
- 6) A transaction can be edited by selecting the pencil icon on the right hand side of the line for the transaction.
- 7) To enter new data (instead of copying it from the previous month), click the “**Add Transaction**” button.

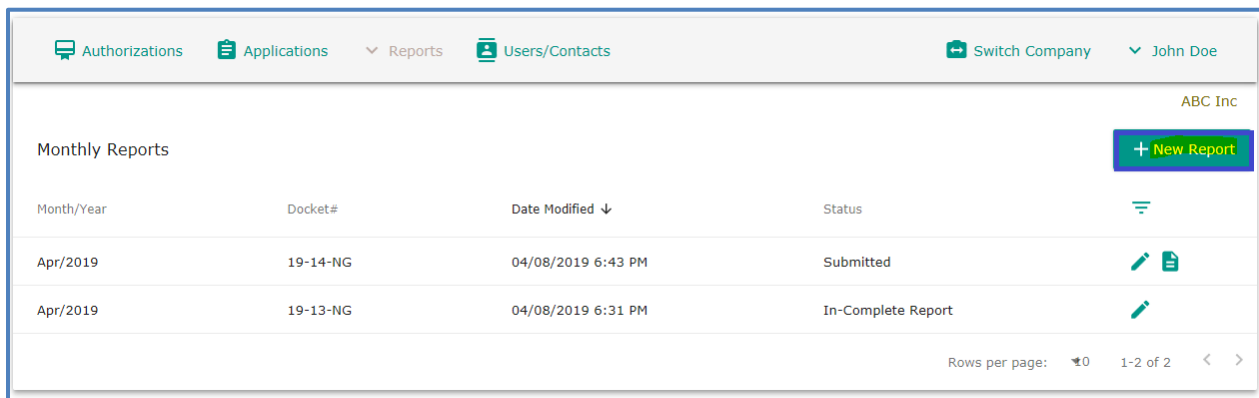


Figure-40: Monthly Compliance report list

Figure-41: Add monthly transaction report


- 8) A data entry wizard will populate various fields based on the terms of the specific Import/Export authorization. Select the Transaction Activity and Gas Type in the first page of the wizard. Please note that the Gas Type will change dynamically based on the Transaction activity selection. If you select “No Activity” the Gas type will be “none.”
- 9) Each field on the form displays an information icon . Clicking the icon displays information about that data field.

Figure-42: Add monthly transaction report wizard – Landing Page

- 10) The following screenshots (**Figure-43**, **Figure-44**, **Figure-45**, **Figure-46**) provide an illustration of how the Gas Type options change depending on the Activity selected. Make the appropriate selection and click “Next” to navigate to the next step.

The screenshot shows a form with two sections. The first section is titled "Transaction Activity *" and contains four radio button options: "Import" (selected), "Export", "No-Activity", and "In-Transit" (with an information icon). The second section is titled "Gas Type *" and contains two radio button options: "NG" (selected) and "CNG" (with an information icon).

Figure-43: Add monthly transaction report wizard – Step 1 Import Activity and Gas Type

The screenshot shows a form with two sections. The first section is titled "Transaction Activity *" and contains four radio button options: "Import", "Export" (selected), "No-Activity", and "In-Transit" (with an information icon). The second section is titled "Gas Type *" and contains two radio button options: "NG" (selected) and "CNG" (with an information icon).

Figure-44: Add monthly transaction report wizard – Step 1 Export Activity and Gas Type

The screenshot shows a form with two sections. The first section is titled "Transaction Activity *" and contains four radio button options: "Import", "Export", "No-Activity" (selected), and "In-Transit" (with an information icon). The second section is titled "Gas Type *" and contains two radio button options: "NG" and "CNG" (with an information icon).

Figure-45: Add monthly transaction report wizard – Step 1 No-Activity and Gas Type

The screenshot shows a form with two sections. The first section is titled "Transaction Activity *" and contains four radio button options: "Import", "Export", "No-Activity", and "In-Transit" (selected, with an information icon). The second section is titled "Gas Type *" and contains two radio button options: "NG" (selected) and "CNG" (with an information icon).

Figure-46: Add monthly transaction report wizard – Step 1 In-Transit Activity and Gas Type

3.1.1 Import Transaction Activity

- 1) Select the Import Transaction Activity, Gas Type and click “**Next**” button (**Figure-42**). A data entry page (**Figure-47**) will be displayed and enter the monthly transaction information. You must enter the data in a tab sequence left to right since few of the dropdown values depends on the selected dropdown value of the previous dropdown box. An illustration for one type of import transaction activity is shown in the Figure below.

New Transaction - Step:2 of 3 (Docket #: 19-14-NG, Month/Year: April/2019, Activity: Import, Gas Type: NG)

Country of Origin * Canada	Point of Entry * Sumas, Washington
US Transporter Sumas Pipeline U.S.A.	Foreign Transporter Westcoast Energy Inc. Pipeline
Supplier ABC LLC	Area * South
Import Volume (Mcf) * 5,000 Mcf	Average Price (\$/MMBtu) * \$ 2.8 /MMBtu
Estimated Duration of Supply Contract * 24	Comment

Back **Next** Cancel

Figure-47: Add monthly transaction report wizard – Step 2 Import Activity

- 2) Click “Next” to navigate to the next step, which is a review of entered data.

New Transaction - Step:3 of 3 (Docket #: 19-14-NG, Month/Year: April/2019, Activity: Import, Gas Type: NG)

Activity: Import	Gas Type: NG
Country of Origin: Canada	Point of Entry: Sumas, Washington
US Transporter: Sumas Pipeline U.S.A.	Foreign Transporter: Westcoast Energy Inc. Pipeline
Area: South	Supplier: ABC LLC
Import Volume: 5,000 Mcf	Average Price: \$2.8 /MMBtu
Estimated Duration of Supply Contract: 24	

Back **Save And Continue** Cancel

Figure-48: Add monthly transaction report wizard – Step 3 Import Activity Data Preview

- 3) Click “Save And Continue” to save the transaction.
- 4) You may click “Cancel” to avoid saving the transaction.

3.1.2 Export Transaction Activity

- 1) An illustration for one type of Export is shown in the Figure below.

New Transaction - Step:2 of 3 (Docket #: 19-14-NG, Month/Year: April/2019, Activity: Export, Gas Type: LNG)

Country of Destination * -- Select Country of Destination --

Point of Exit * -- Select Point of Exit --

Mode of Transport *

Supplier Search a company

Purchaser Name

Export Volume (Mcf) * Mcf

Average Price (\$/MMBtu) * \$ Please enter Price.. /MMBtu

Estimated Duration of Supply Contract *

Comment

Back Next Cancel

Figure-49: Add monthly transaction report wizard – Step 2 Export Activity

- 2) Click “Next” to navigate to the next step, which is a review of entered data.

New Transaction - Step:3 of 3 (Docket #: 19-14-NG, Month/Year: April/2019, Activity: Export, Gas Type: LNG)

Activity: Export Gas Type: LNG

Country of Destination: Canada Point of Exit:

Mode of Transport: Truck LNG Truck Transporter:

LNG Receiving Facility: Supplier: ABC Inc

Export Volume: 9,000 Mcf Average Price: \$3.15 /MMBtu

Estimated Duration of Supply Contract: 24

Back Save And Continue Cancel

Figure-50: Add monthly transaction report wizard – Step 3 Export Activity Data Preview

- 3) Click “Save And Continue” to save the transaction.
- 4) You may click “Cancel” to avoid saving the transaction.

3.1.3 No Activity

- 1) The Figure below illustrates the page shown with a selection of “No Activity.”

New Transaction - Step:2 of 2 (Docket #: 19-13-NG, Month/Year: April/2019, Activity: No-Activity, Gas Type:)

No Activity for this month

Back **Save And Continue** Cancel

Figure-51: Add monthly transaction report wizard – Step 3 No Activity Data Submission

- 2) Please NOTE that there is no preview page with this selection.
- 3) Click “**Save And Continue**” to save the transaction.
- 4) You may click “**Cancel**” to avoid saving the transaction.

3.1.4 In-Transit Transaction Activity

- 1) After selecting “**In Transit**,” enter the appropriate information on the page as shown in the example below.

New Transaction - Step:2 of 3 (Docket #: 19-14-NG, Month/Year: April/2019, Activity: In-Transit, Gas Type: NG)

Origin & Final Destination Country * Mexico	Transit Country * U.S.
Initial Border Crossing Point * McAllen, Texas	Final Border Crossing Point * Del Rio, Texas
Foreign Transporter at Initial Border Crossing PEMEX Pipeline	U.S. Transporter at Initial Border Crossing Kinder Morgan Border Pipeline
Foreign Transporter at Final Border Crossing PEMEX Pipeline	U.S. Transporter at Final Border Crossing West Texas Gas, Inc.
Volume (Mcf at U.S. Border) * 57,000	Comment

Back **Next** Cancel

Figure-52: Add monthly transaction report wizard – Step 2 In-Transit Activity

- 2) Based on the Origin and Final Destination, enter the crossing point information. Click “**Next**” to navigate to the next step, which is a review of entered data.

New Transaction - Step:3 of 3 (Docket #: 19-14-NG, Month/Year: April/2019, Activity: In-Transit, Gas Type: NG)

Activity: **In-Transit** Gas Type: **NG**

Origin & Final Destination Country: **Mexico**

Initial Border Crossing Point: **McAllen, Texas**

U.S. Transporter at Initial Border Crossing: **Kinder Morgan Border Pipeline**

Foreign Transporter at Initial Border Crossing: **PEMEX Pipeline**

Transit Country: **U.S.**

Final Border Crossing Point: **Del Rio, Texas**

U.S. Transporter at Final Border Crossing: **West Texas Gas, Inc.**

Foreign Transporter at Final Border Crossing: **PEMEX Pipeline**

Volume (Mcf at U.S. Border): **5,000 Mcf**

[Back](#) [Save And Continue](#) [Cancel](#)

Figure-53: Add monthly transaction report wizard – Step 3 In-Transit Activity Data Preview

- 3) Click “**Save And Continue**” to save the transaction.
- 4) You may click “**Cancel**” to avoid saving the transaction.

3.1.5 Monthly Report Submission

- 1) You can review monthly report data prior to submission. You can edit or delete transactions from the Transaction list using the edit and delete icons.
- 2) When you’re ready, click “**Submit Report**” to send your report to the system (**Figure-54**).

IMPORT/EXPORT AUTHORIZATION PORTAL FOR NATURAL GAS
U.S. Department of Energy

ABC Inc

Form FE-746R
OMB Control Number: 1901-0204

Expiration Date: 06/30/2019
Reporting Burden: 3 hours

Authorizations Applications Reports Users/Contacts Switch Company John Doe

Docket Number * 19-14-NG (Short Term) - Active Year * 2019 Month * April

Add Transaction

No.	Activity	Gas Type	PoEE	Volume (Mcf)	Price (\$/MMBtu)
1.	Import	NG	Sumas, Washington	5,000	\$2.8
2.	Export	LNG	Sumas, Washington	9,000	\$3.15
3.	In-Transit	NG	McAllen, Texas	5,000	

Submit Report Cancel

Figure-54: Monthly Report - Transaction Submission

3) A dialog box will be displayed to confirm the report submission (Figure-55)

ABC Inc

Form FE-746R
OMB Control Number: 1901-0204

Expiration Date: 06/30/2019
Reporting Burden: 3 hours

Docket Number * 19-14-NG (Short Term) - Active Year * 2019 Month * April

Please Confirm

Are you sure you want to submit the Monthly Transactions report?

Ok Cancel

No.	Activity	Gas Type	PoEE	Volume (Mcf)	Price (\$/MMBtu)
1.	Import	NG			\$2.8
2.	Export	LNG	Sumas, Washington	9,000	\$3.15
3.	In-Transit	NG	McAllen, Texas	5,000	

Submit Report Cancel

Figure-55: Monthly Report - transaction submission confirmation dialog box

4) A conformation message will be displayed (Figure-56).

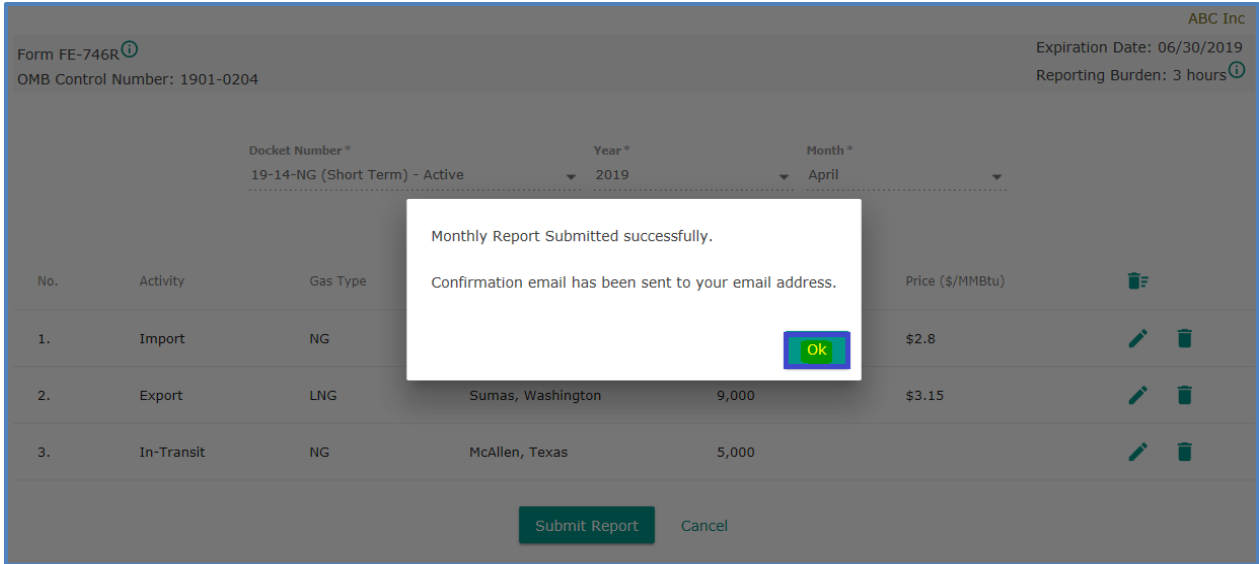


Figure-56: Monthly Report - transaction report submission confirmation message

- 5) The status of the report will be changed from “**Incomplete Report**” to “**Submitted**”. You will receive an email confirming the submission (**Figure-57**).

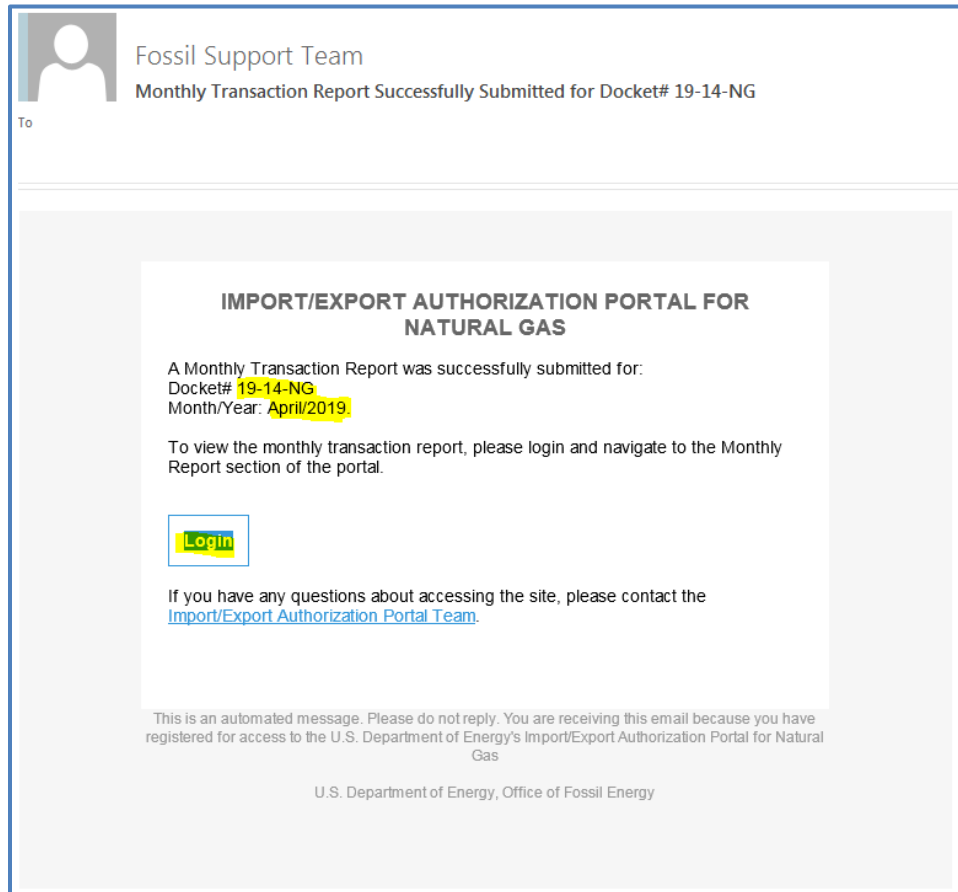


Figure-57: Monthly Report - transaction report submission email confirmation message

- 6) Once your report is reviewed by one of FE’s Data Analysts, it will be marked as “**Accepted**”. You will be notified by email when this occurs.

3.2 Semi-Annual Report

Semi-Annual reports are filed by companies building LNG export facilities. To submit them:

- 1) Login to the Portal
- 2) Click “**Reports**” and then Click “**Semi-Annual Report**” (Figure-58).

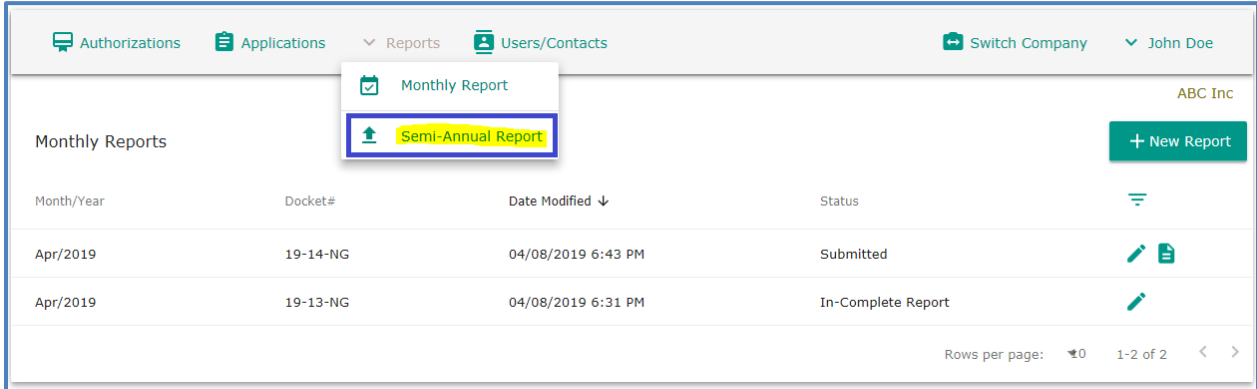


Figure-58: Semi-Annual Report menu

- 3) Click the “**Choose File**” or “**Browse**” button to browse and select a file to upload. Please note that currently the system supports only one file at a time to upload (Figure-59).
- 4) If you want to receive a date- and time-stamped copy of your filing, check the box.

Semi-Annual Report

Semi-Annual Reports are filed by companies building LNG export facilities. (Please choose "Monthly Reports" if you need to submit reports on import/export activity.)

Companies with authorizations to export LNG are required to file, twice per year, written reports describing the progress of the planned liquefaction project that is part of the company's LNG export application and order. These reports are due by April 1st and October 1st of each year.

Month* Year*
 April 2019

Browse...

Only PDF files are allowed at this time.

I would like timestamped copy of the document.

Send Cancel

Figure-59: Semi-Annual Report – File Upload

- 5) Click “Send” to upload the file to the system. A confirmation message will be displayed (**Figure-60**).

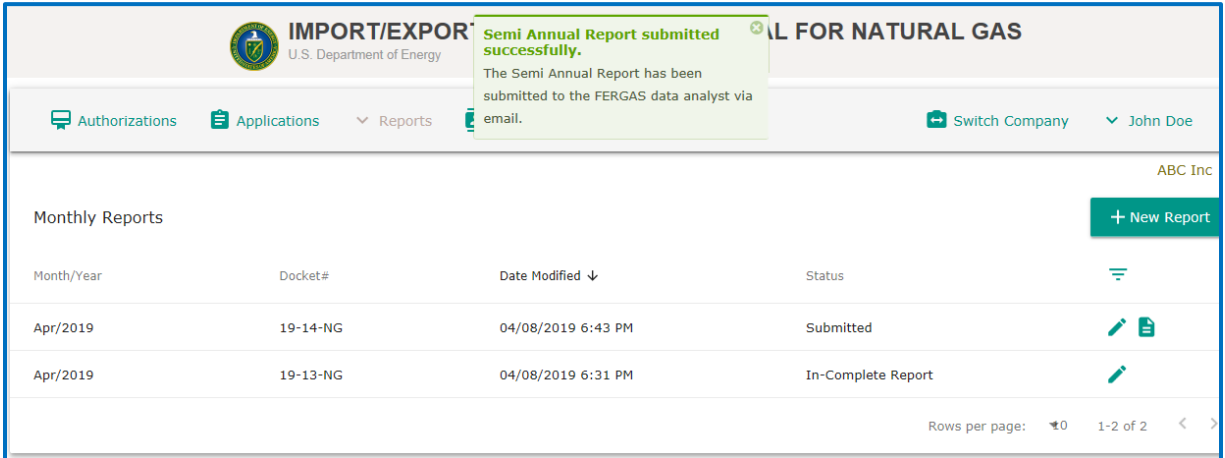


Figure-60: Semi-Annual Report – File submission confirmation message

- 6) You will receive a confirmation email message in your email inbox (**Figure-61**).

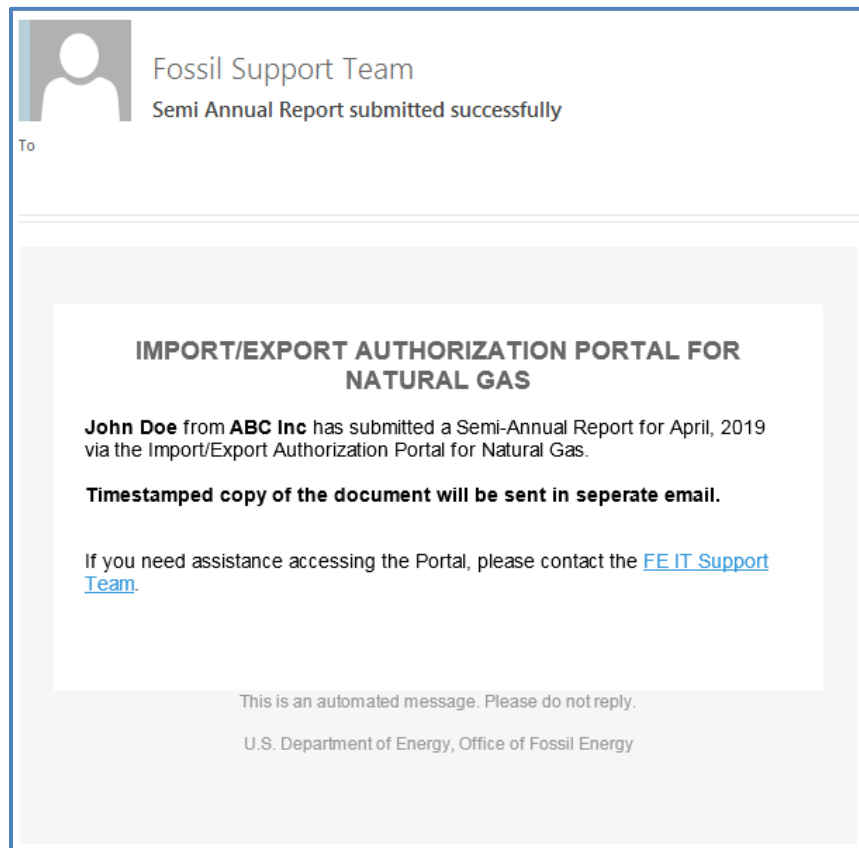


Figure-61: Semi-Annual Report – File submission email message

4 Application Submission and Requests for Changes in an Authorization

You can submit applications for first-time blanket (2-year) authorizations or renew applications to replace active blankets that will be expiring.¹ This includes withdrawing applications you’ve submitted through the Portal before DOE/FE has issued an authorization.

The Portal can also be used to submit a request to change the name of a company holding an authorization. In addition, you can work with active authorizations. You can submit a request to transfer control (or change control) of an authorization (or the authorization that would result from a pending application) for an authorization holder that is experiencing a change in ownership. You can also request to vacate active authorizations.

4.1 Working with Applications

4.1.1 New Blanket (2-year) Application Submission

- 1) Login to the Portal
- 2) Click “**Applications**” in the upper left portion of the page (see figure below)

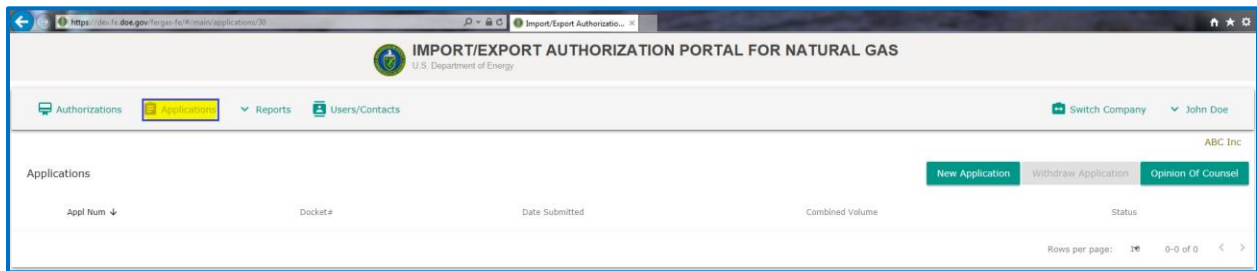


Figure 62: Applications Home Page

- 3) The “**Applications**” home page displays a list of past and current applications, along with their statuses and other information. Click on the page icon at the right end of a row to display a summary of the submitted application.

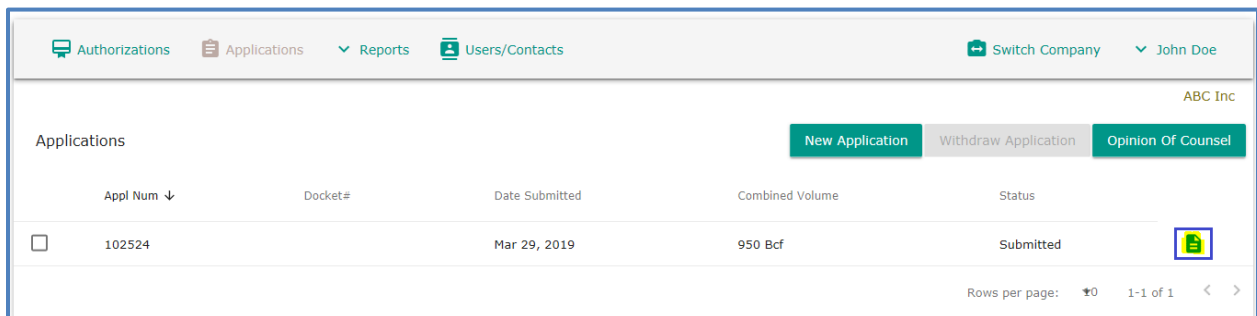


Figure 63: Application Summary View

¹ Note that applications for long-term import and/or export authorization cannot be submitted through the Portal at this time.

- Click “**New Application**” in the upper right of the page to begin a new blanket application.

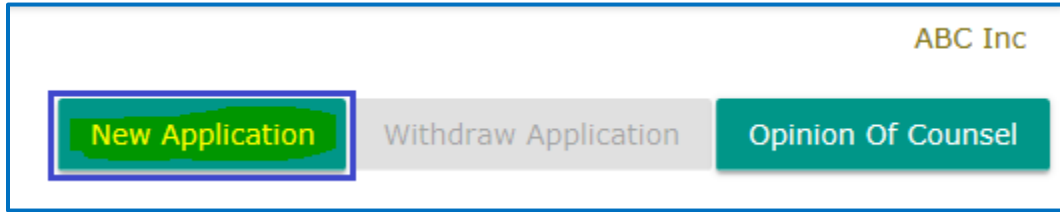


Figure 64: New Application – Selecting the Option to Begin

- The “**New Application**” wizard takes you to the Basic Information Page of the application sequence, with the company name pre-populated. On this page, you will enter Basic company information, Headquarters contact information, Principal Place of Business and Requested Authorities information.

 A screenshot of the "Natural Gas Regulatory E-filing Application - Obtain New Blanket Authorization" form. The form is divided into several sections:

- Progress Indicators:** 1 Basic Information (active), 2 Combined/Separate Volumes, 3 Contact Information, 4 Review, 5 Confirmation.
- Basic Company Information:**
 - Company Name *: ABC Inc
 - Type of Business Entity *: Corporation
 - Country in which company is located *: U.S.
 - State/Province of Incorporation *: Maryland
- Headquarters Contact Information:**
 - Address Line 1 *: 19901 Germantown Road
 - Address Line 2
 - City *: Germantown
 - Country *: U.S.
 - State/Province *: Maryland
 - Zip/Postal Code *: 20874
 - Phone Number *: 3019032020
 - Fax Number
- Principal Place of Business:**
 - Same as Headquarters Address?
- Requested Authorities (Check all that apply) *:**
 - Import NG from Canada Export NG to Canada Import NG from Mexico Export NG to Mexico
 - Import LNG from Various Sources by Vessel
 - Import LNG from Canada by Truck Export LNG to Canada by Vessel Truck
 - Import LNG from Mexico by Truck Export LNG to Mexico by Vessel Truck
- Navigation:** "Next" button (highlighted) and "Cancel" button.

Figure 65: New Application – Basic Information Page

- Click “**Next**” and the Portal will navigate to the “**Combined/Separate Volumes**” page (see below). On this page, you will enter the combined (scenario 1 Figure 66) or separate (scenario 2 Figure 67) Import/Export volume in Billion cubic feet (Bcf). You can click the “**Back**” button on this page if you want to change any of the previously entered information.

ABC Inc

Natural Gas Regulatory E-filing Application - Obtain New Blanket Authorization

✓ Basic Information — 2 Combined/Separate Volumes — 3 Contact Information — 4 Review — 5 Confirmation

Combined/Separate Volume

To expedite processing, you may request a combined total volume. You may also separate out volumes by import/export.

One Combined Volume Separate Volumes

Enter the combined Volume in Bcf for all selected authorities*: Bcf

REMINDER: Applicant companies may not have two (2) concurrent blanket (short-term) authorizations with the same requested authorities (e.g. two exports). If you have a current blanket authorization that will not expire before the effective date requested for your new authorization, the current authorization must be vacated. A vacate request must be received by our office before the new authorization can be issued. Please review our Web site or contact our office for information regarding vacate requests.

Have you ever had, or do you currently have, an Order?

Order Effective Date (you must choose one):

Order should be effective on the date the Order is issued by DOE.

Order should be effective the day after my current Order expires.

I request a different effective date:

ADDITIONAL COMMENTS

Figure 66: New Application – Combined Volumes Page Scenario 1

Natural Gas Regulatory E-filing Application - Obtain New Blanket Authorization

✓ Basic Information — 2 Combined/Separate Volumes — 3 Contact Information — 4 Review — 5 Confirmation

Combined/Separate Volume

To expedite processing, you may request a combined total volume. You may also separate out volumes by import/export.

One Combined Volume Separate Volumes

Import NG from Canada *: 400.00 Bcf

Export NG to Canada *: 450.00 Bcf

Import NG from Mexico *: 400.00 Bcf

Export NG to Mexico *: 500.00 Bcf

Import LNG from Various Sources by Vessel *: 300.00 Bcf

Import LNG from Canada by Truck *: 300.00 Bcf

Export LNG to Canada by Truck *: 400.00 Bcf

Import LNG from Mexico by Truck *: 300.00 Bcf

Export LNG to Mexico by Truck *: 500.00 Bcf

REMINDER: Applicant companies may not have two (2) concurrent blanket (short-term) authorizations with the same requested authorities (e.g. two exports). If you have a current blanket authorization that will not expire before the effective date requested for your new authorization, the current authorization must be vacated. A vacate request must be received by our office before the new authorization can be issued. Please review our Web site or contact our office for information regarding vacate requests.

Have you ever had, or do you currently have, an Order?

Order Effective Date (you must choose one):

Order should be effective on the date the Order is issued by DOE.

Order should be effective the day after my current Order expires.

I request a different effective date:

ADDITIONAL COMMENTS

Figure 67: New Application –Separate Volumes Page Scenario 2

- 7) Click “Next” and the Portal will navigate to the “Contact Information” page (Figure 68). On this page, you will enter Applicant, Attorney and Reporting contact information. You can click the “Back” button on this page if you want to change any of the previously entered information.

ABC Inc

Natural Gas Regulatory E-filing Application - Obtain New Blanket Authorization

1 Basic Information — 2 Combined/Separate Volumes — 3 Contact Information — 4 Review — 5 Confirmation

Applicant Contact Information: *
John Doe
For Application/Order/Service List

John Doe
Manager
19901 Germantown Road
Germantown, Maryland 20874 U.S.
Phone: (301) 903-2020
Fax: N/A
E-Mail: fewebmaster@hq.doe.gov

Attorney Contact Information: *
John Doe

John Doe
Manager
19901 Germantown Road
Germantown, Maryland 20874 U.S.
Phone: (301) 903-2020
Fax: N/A
E-Mail: fewebmaster@hq.doe.gov

Reporting Contact Information: *
John Doe
For Monthly Reports

John Doe
Manager
19901 Germantown Road
Germantown, Maryland 20874 U.S.
Phone: (301) 903-2020
Fax: N/A
E-Mail: fewebmaster@hq.doe.gov

How should DOE communicate with the Company? (Check all that apply) *
The signed order will be sent via U.S. mail to the "Applicant" listed. Also, an email copy of the Order will be sent to each contact person listed above.

Email Phone Fax

[Back](#) [Next](#) [Cancel](#)

Figure 68: New Application – Contact Information Page

- 8) Click “Next” from this page and the Portal will navigate to the “Review” page (Figure 69). On this page, you will review all the previously entered information. You can click “Back” on this page if you want to change any of the previously entered information.

ABC Inc

Natural Gas Regulatory E-filing Application - Obtain New Blanket Authorization

Basic Information
 Combined/Separate Volumes
 Contact Information
 Review
 Confirmation

Basic Company Information

Company Name: Type of Business Entity:

Country in which company is located: State/Province of Incorporation:

Headquarters Contact Information

Address Line 1: Address Line 2:

City: Country: Zip/Postal Code:

State/Province: Phone Number: Fax Number:

Principal Place of Business

Same as Headquarters Address

Requested Authorities

- Import NG from Canada
- Import NG from Mexico
- Export LNG to Canada by Truck

Combined Volume

Combined Volume in Bcf for all selected authorities:

REMINDER: Applicant companies may not have two (2) concurrent blanket (short-term) authorizations with the same requested authorities (e.g. two exports). If you have a current blanket authorization that will not expire before the effective date requested for your new authorization, the current authorization must be vacated. A vacate request must be received by our office before the new authorization can be issued. Please review our Web site or contact our office for information regarding vacate requests.

Have you ever had, or do you currently have, an Order?:

Order Effective Date:

Contact Information

<h5>Applicant Contact Information:</h5> <p>John Doe Manager 19901 Germantown Road Germantown, Maryland 20874 U.S. Phone: (301) 903-2020 Fax: N/A E-Mail: fewebmaster@hq.doe.gov</p>	<h5>Attorney Contact Information:</h5> <p>John Doe Manager 19901 Germantown Road Germantown, Maryland 20874 U.S. Phone: (301) 903-2020 Fax: N/A E-Mail: fewebmaster@hq.doe.gov</p>
---	--

Reporting Contact Information:

John Doe
Manager
19901 Germantown Road
Germantown, Maryland 20874 U.S.
Phone: (301) 903-2020
Fax: N/A
E-Mail: fewebmaster@hq.doe.gov

How should DOE communicate with the Company?:

The signed order will be sent via U.S. mail to the "Applicant" listed. Also, an email copy of the Order will be sent to each contact person listed above.

Figure 69: New Application – Review Page

- 9) If all of the information on the summary page is correct, click “**Finish**” at the bottom of the page. A signature “**Confirmation**” dialog box will be displayed (**Figure 70**). Check the box to certify and sign the application on behalf of your company.
- 10) Click “**OK**” to submit the application. You can click “**Cancel**” on this page to cancel the entire application submission.

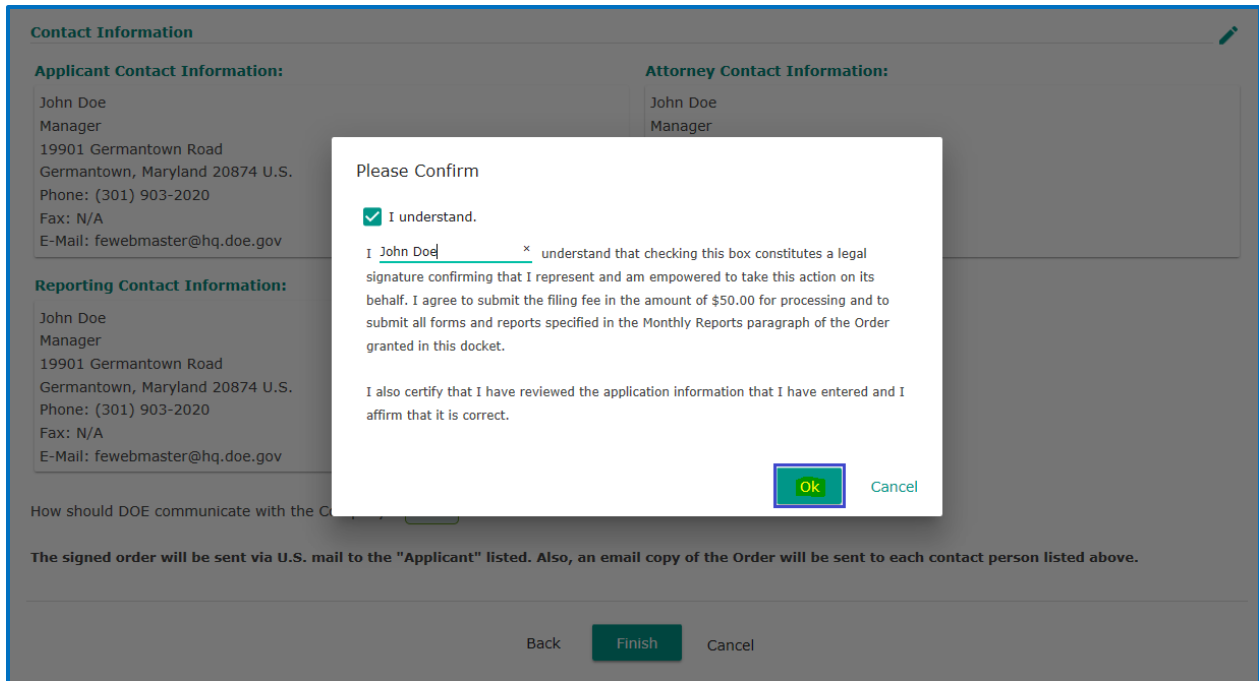
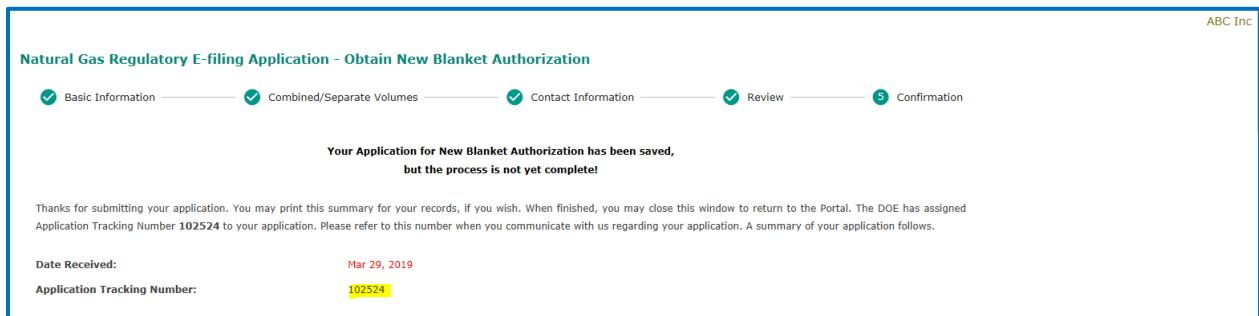


Figure 70: New Application - Signature and Confirmation Page to Submit Application

- 11) You will see a page summarizing the information in your application and providing you with additional information. You may print a copy for your records if you wish by clicking on “**Print**” at the bottom of the page.
- 12) Once you are finished with the summary page, you can click “**Close**” at the bottom of the page to return to the main application summary home page.



Basic Company Information:

Name of the Applicant: ABC Inc
Type of Business Entity: Corporation
Country in which company is located: U.S.
State/Province of Incorporation: Maryland

Headquarters Contact Information:

Street: 19901 Germantown Road
City: Germantown
State/Province: Maryland
Zip/Postal Code: 20874
Phone Number: 3019032020
Fax Number:

Principal Place of Business:

Same as Headquarters Address

Requested Authorities :

- Import NG from Canada
- Import NG from Mexico
- Export LNG to Canada by Truck

Combined Volume in Bcf for all selected authorities: 950.00 Bcf for 2 years.

Order Effective Date:

Order should be effective on the date the Order is issued by DOE.

REMINDER: Applicant companies may not have two (2) concurrent blanket (short-term) authorizations with the same requested authorities (e.g., two exports). If you have a current blanket authorization that will not expire before the effective date requested for your new authorization, the current authorization must be vacated. A vacate request must be received by our office before the new authorization can be issued. Please review our Web site or contact our office for information regarding vacate requests.

Applicant Contact Information: (For Application/Order/Service List)	John Doe Manager 19901 Germantown Road Germantown, Maryland 20874 U.S. Phone: (301) 903-2020 Fax: N/A E-Mail: fewebmaster@hq.doe.gov
Attorney Contact Information:	John Doe Manager 19901 Germantown Road Germantown, Maryland 20874 U.S. Phone: (301) 903-2020 Fax: N/A E-Mail: fewebmaster@hq.doe.gov
Reporting Contact Information: (For Monthly Reports)	John Doe Manager 19901 Germantown Road Germantown, Maryland 20874 U.S. Phone: (301) 903-2020 Fax: N/A E-Mail: fewebmaster@hq.doe.gov

The signed order will be sent via email to each contact person listed above. You may contact us to request a hard copy via mail.

How should DOE communicate with the Company?

- E-Mail

Does the company have either past or current Orders?

- No

Note: Because you have no previous Orders, a signed copy of your **Opinion of Counsel** must be completed and uploaded by selecting the "Opinion of Counsel" button in the Portal.

Payment Options:

Electronic Payment: [You may submit your payment electronically by clicking this link.](#) When filling out the electronic submission form please include in Other Field: DOE/FE 34 Import/Export Application Processing FEE; and Application Tracking No. 102524 as well as Applicant's Name.

If you wish, you may also pay by check. Your check in the amount of \$50.00 should be made payable to "U.S. Department of Treasury". Please be sure to write your Application Tracking Number **102524** in the memo section of the check.

If paying by check, please mail the filing fee to:

Attention: Larine Moore, Docket Room Manager
Office of Natural Gas Regulatory Activities - Docket Room 3E-042 FE-34
Fossil Energy, U.S. Department of Energy (FE-34)
P.O. Box 44375
Washington, DC 20026-4375

Overnight deliveries via FEDEX, UPS or DHL should be addressed to:

Larine A. Moore, Docket Room Manager
Office of Regulation and International Engagement
Office of Oil and Natural Gas, Office of Fossil Energy
U.S. Department of Energy, Room 3E042, (FE-34)
1000 Independence Avenue, S.W., Washington, D.C. 20585
(202) 586-9478 (Contact phone number should also be included.)

Thank you for submitting your application to the Office of Fossil Energy, U.S. Department of Energy. You will be receiving an Email Confirmation stating the next steps to be completed, and notifying you that your application has been received. DOE generally responds to these requests within five (5) working days of our receiving the completed signed application. You may contact our office by Email: fergas@hq.doe.gov, by phone using 202-586-9478 or by fax using 202-586-6050.


 Close

Figure 71: New Application – confirmation message and Print Page

13) A confirmation email will be sent out automatically to your email address.

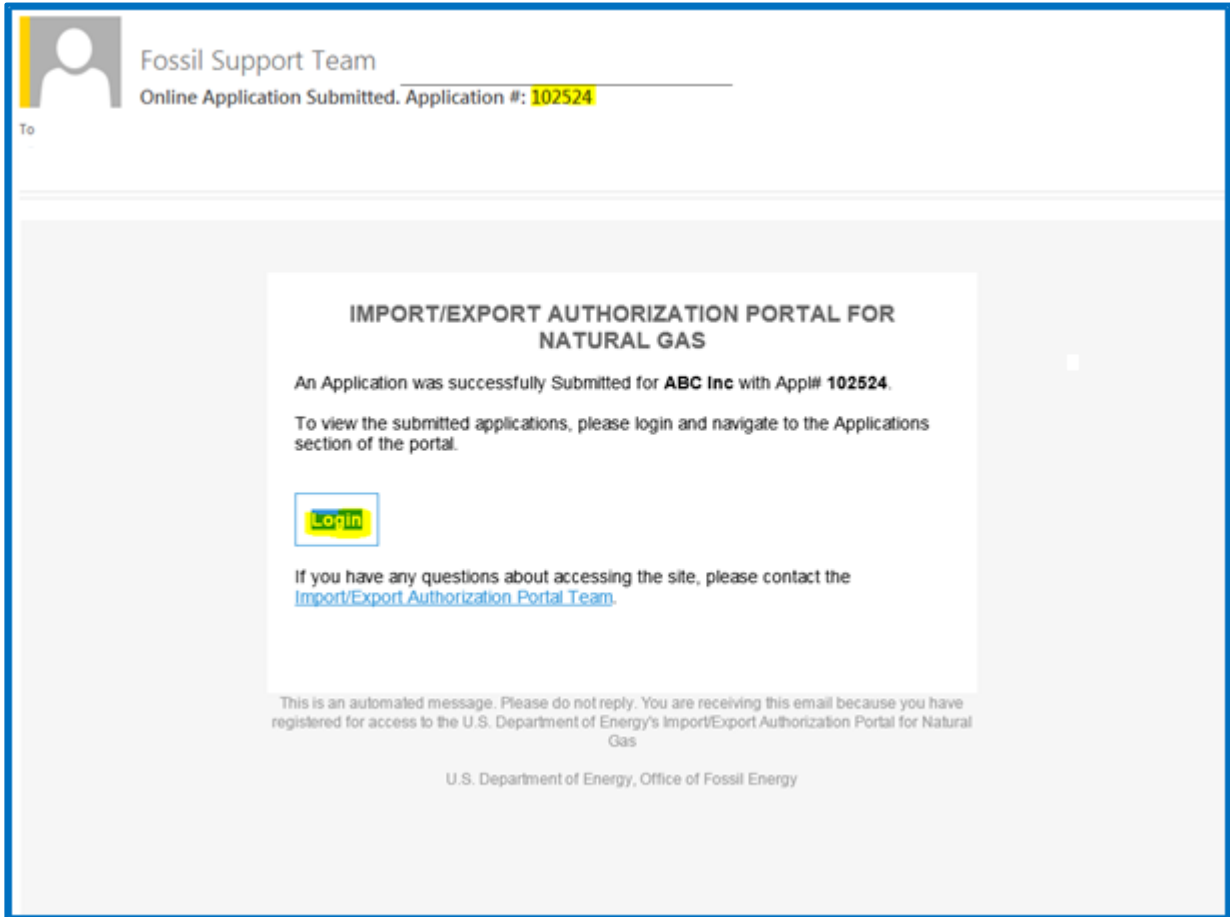


Figure 72: New Application – email confirmation message

- 14) At the confirmation print page, you will see a link to **pay the application processing fee** and it will take you to an external payment gateway called Pay.gov (**Figure 74**).

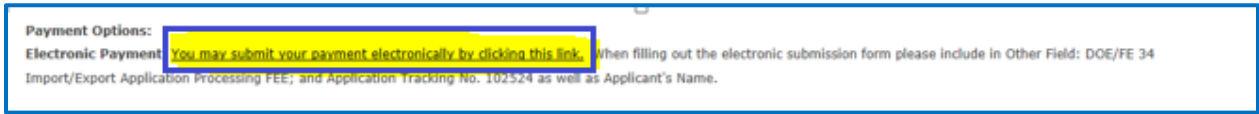


Figure 73: Application Processing Fee Gateway link

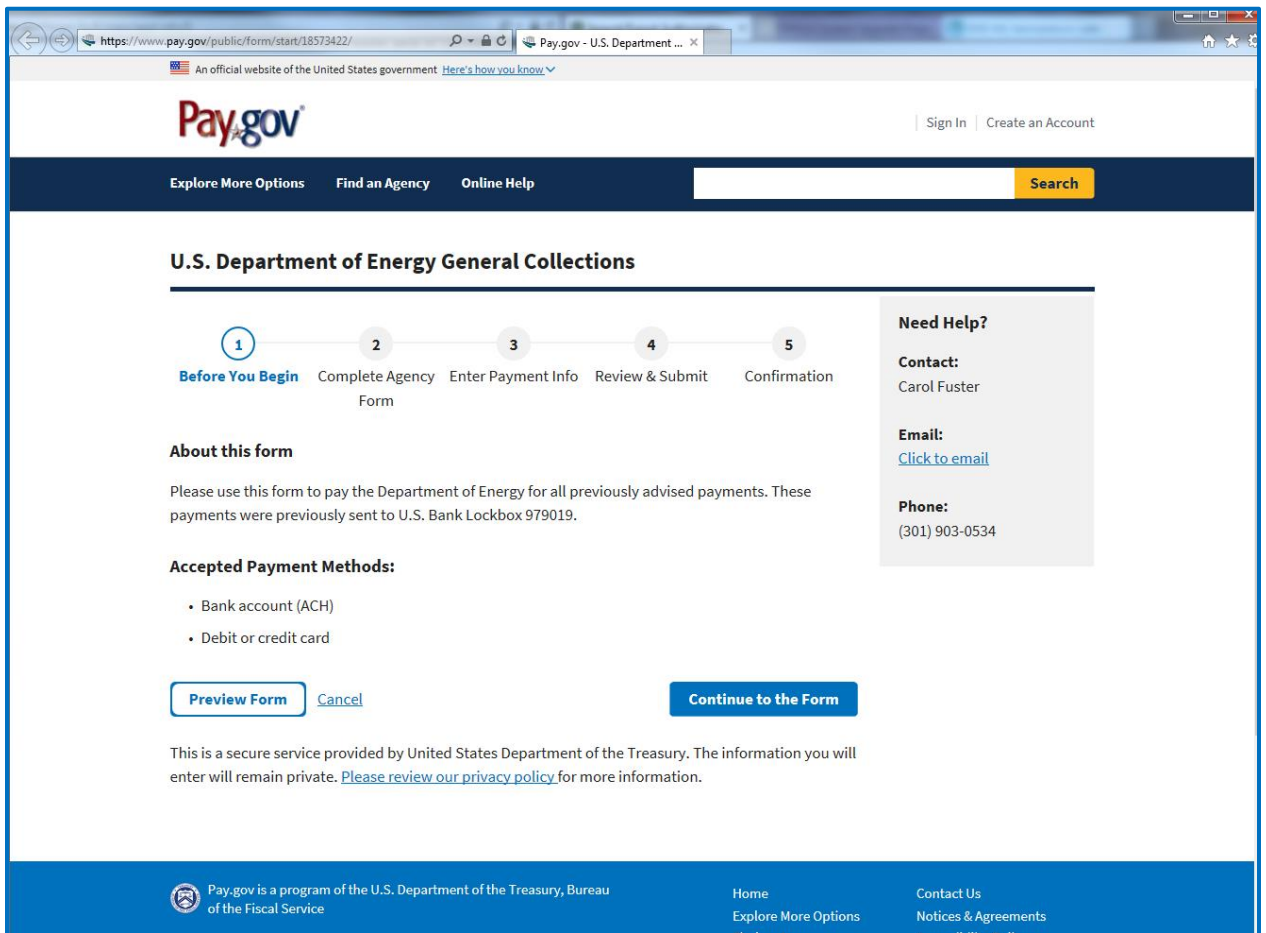


Figure 74: Application Processing Fee Payment gateway website

- 15) If your company has not had an authorization before, you must also submit an Opinion of Counsel affirming the company’s capabilities to execute the authorization being applied for. The summary page contains a link to a sample form for this purpose. You may print, complete, and sign it, or you may use your own format. *Please see below for instructions about submitting the Opinion of Counsel form.*

4.1.2 Submitting an Opinion of Counsel for First-Time Applications

As required by regulations under 10 CFR 590, applications must include an attached statement, including a signed opinion of legal counsel, showing that a proposed import or export of natural gas is within the corporate powers of the applicant. This is required if this is the first time an authorization is being sought for a particular entity.

- 1) From the Applications page, click on “**Opinion of Counsel**” in the upper right.

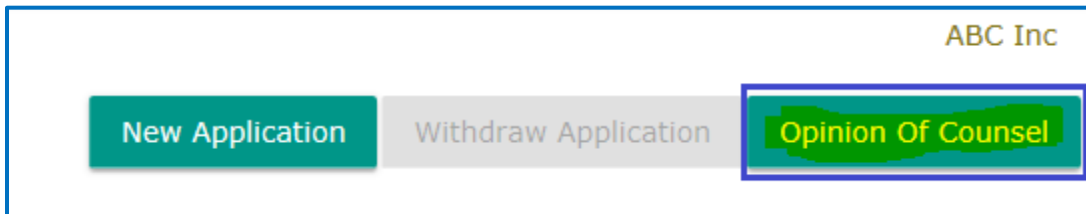


Figure 75: Opinion of Counsel - Selecting the Option to Submit

- 2) A dialog box will be displayed (Figure 76). You may use your own format for submitting an Opinion of Counsel. If you wish to use the sample form, click on the link, print, complete, sign, and scan the finished form.

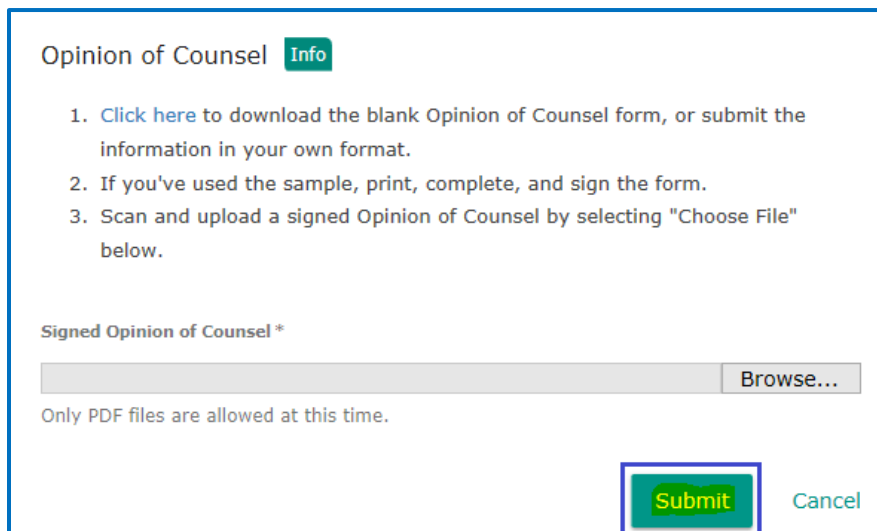


Figure 76: Opinion of Counsel - Dialog Box

- 3) Click on “**Choose File**” or “**Browse**” to upload a signed Opinion of Counsel. (Note that PDF is the only format currently accepted.)

- 4) Click “**Submit**” and a confirmation pop-up will appear near the top of the page.

4.2 Working with Authorizations

Authorizations are granted “**applications**” or “**Orders**” to import and/or export natural gas to or from the United States.

- 1) To work with authorizations, click on “**Authorizations**” in the upper left of the page. (This should also be the default landing page you see when you first log in, so clicking on the button may not be necessary.) You must select one authorization at a time by clicking the checkbox associated with a Docket#. The buttons will be enabled based on the status of the authorization.

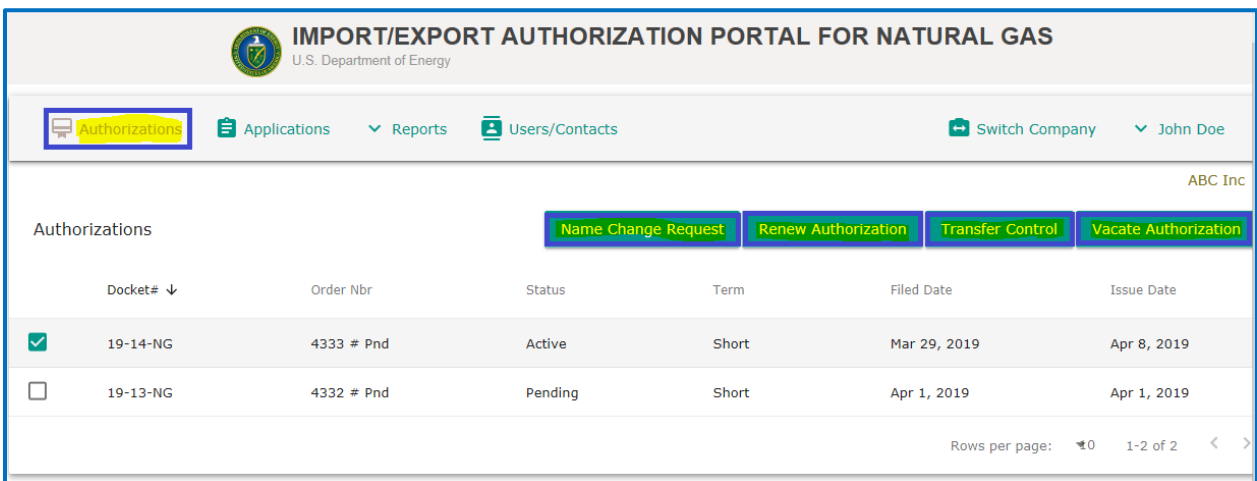


Figure 77: Authorizations – Home Page

4.2.1 Name Change Request

You must request to change the name of a company that has an authorization with DOE/FE, if the entity holding the authorization is changing names for any reason, such as an acquisition. A change in the name of a company that holds one or more authorizations will affect all of the authorizations held by that company.

- 1) From the Authorizations page, click on “**Name Change Request.**” (Figure 78)

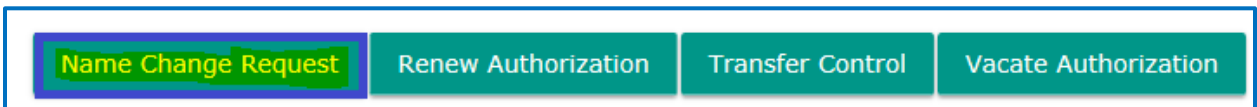


Figure 78: Authorizations - Company Name Change Request Selection

- 2) A dialog box will be displayed. Type in the new company name, making sure to type the exact legal name, including presence or absence of commas and periods.

Request to Change Name of Authorization Holder [Info](#)

New Company Name *

ABC LLC

Reason *

Changed from Corporation to LLC

State-Issued Certification of Name Change *

Authorization NameChangeProof.p Browse...

Only PDF files are allowed at this time.

Submit Cancel

Figure 79: Authorizations – Company Name Change Request Dialog Box

- 3) Type in the reason for the name change (e.g., merger).
- 4) Click on “**Choose File**” or “**Browse**” to upload a copy of the state-issued certification of the corporate name change. (Note that PDF is the only format currently accepted.)
- 5) Click “**Submit**.” A confirmation pop-up will appear near the top of the page.
- 6) An email will be sent out automatically to your inbox. You may check your email to see the name change submission confirmation (**Figure 80**)

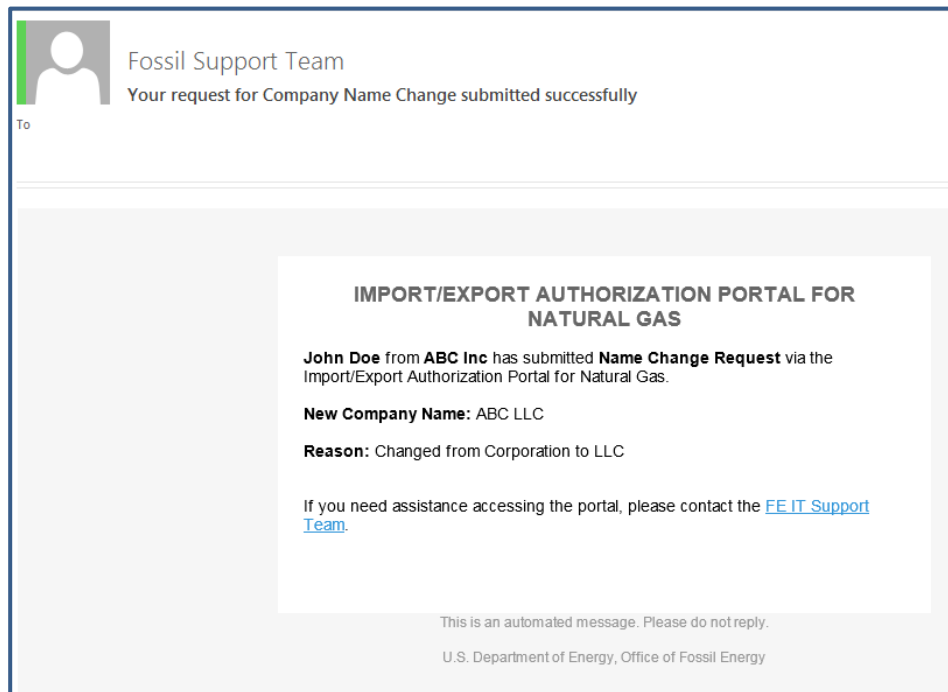


Figure 80: Authorizations – Company name change confirmation email message

4.2.2 Renew a Blanket Authorization

To “renew” an existing authorization, users must submit a new application. By selecting this option, the new application will be pre-populated with data from the existing authorization, reducing the need to enter information.

- 1) Click on “**Renew Authorization**” (**Figure 81**)

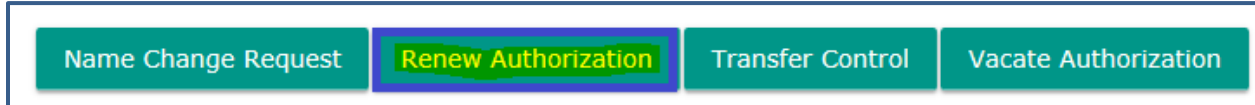


Figure 81: Authorizations - Renew Authorization Selection

- 2) A dialog box will be displayed. Click “**Ok**” to continue with the blanket application process (**Figure 82**).

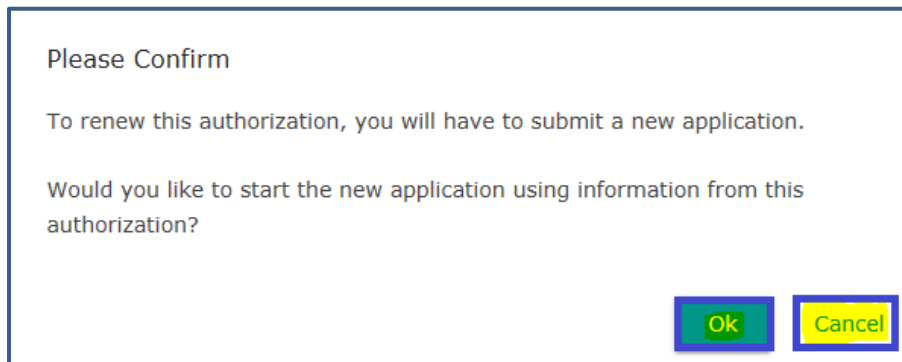


Figure 82: Authorizations - Renew Authorization confirmation dialog box

- 3) The first page of the blanket application sequence will appear, with data fields already completed, paralleling the existing authorization in all details. Review each piece of information carefully and make changes where needed (e.g., volume requested). Note that you will have to re-select contacts on the third page.
- 4) Complete the application process as detailed in **section 4.1.1** of this manual. Note that, for a renewal application for the same authorization holder, you do not need to submit an Opinion of Counsel.

4.2.3 Transfer of Control (or Change in Control)

- 1) Click on “**Transfer Control**,” which is available only for active authorizations.

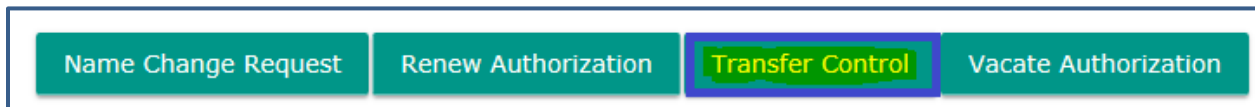


Figure 83: Authorizations – Transfer Control Selection

- 2) A dialog box will be displayed. Type the reason for requesting a change in control for the authorization, based on a change in control of the company holding the authorization (e.g., acquisition).

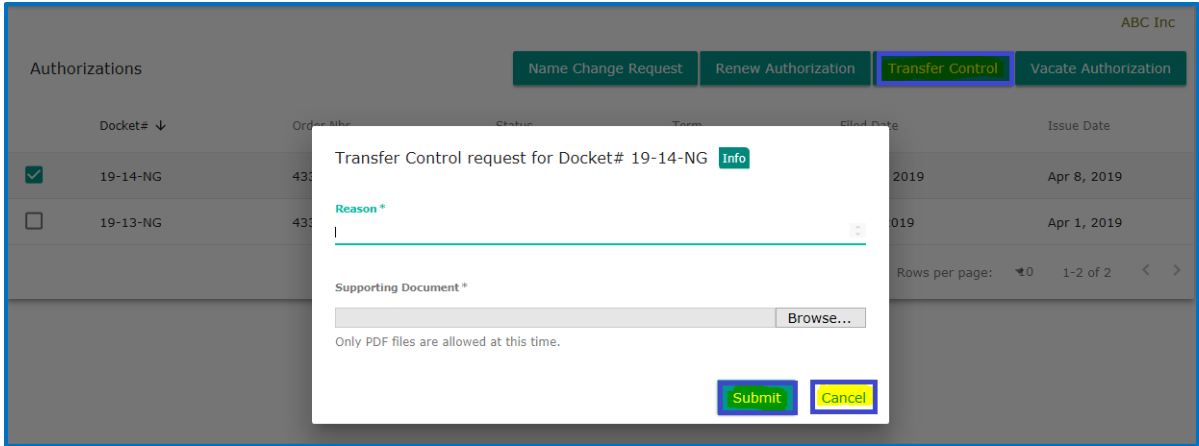


Figure 84: Authorizations - Transfer of Control dialog box

- 3) Click “**Choose File**” or “**Browse**” to attach supporting documentation demonstrating the change in control in the company holding the authorization. (Note that PDF is the only format currently accepted.)
- 4) Click “**Submit.**” A confirmation message will be displayed near the top of the page (Figure 85).

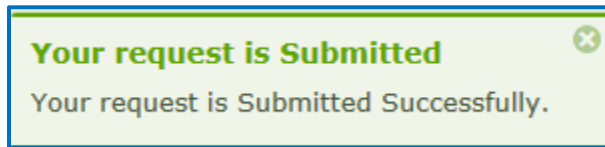


Figure 85: Authorizations - Transfer of Control confirmation message

- 5) A confirmation email will be sent out automatically to your inbox. You may check your email to see the transfer of control submission confirmation (**Figure 86**)

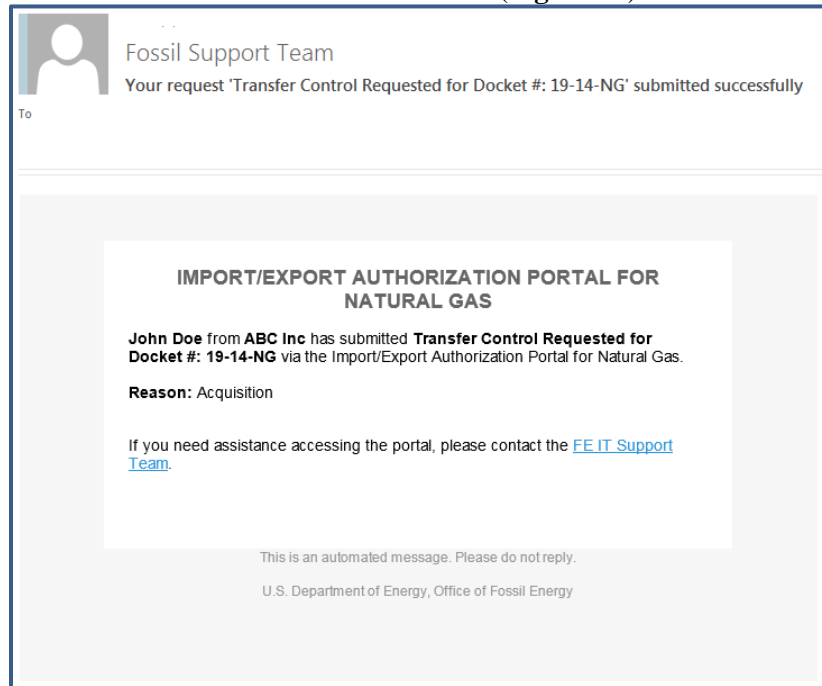


Figure 86: Authorizations - Transfer of Control email confirmation message

4.2.4 Vacate an Authorization

Vacating an authorization effectively cancels it, and it can no longer be used to import and/or export natural gas.

- 1) Click on “**Vacate Authorization**,” which is available only for active authorizations.

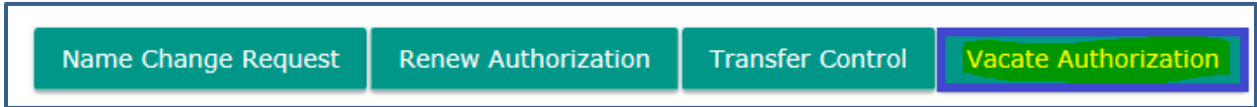


Figure 87: Authorizations – Vacate Authorization Selection

- 2) A dialog box will be displayed. Type the reason for vacating the authorization, (e.g., exiting the natural gas business).
- 3) Click “**Submit**.”

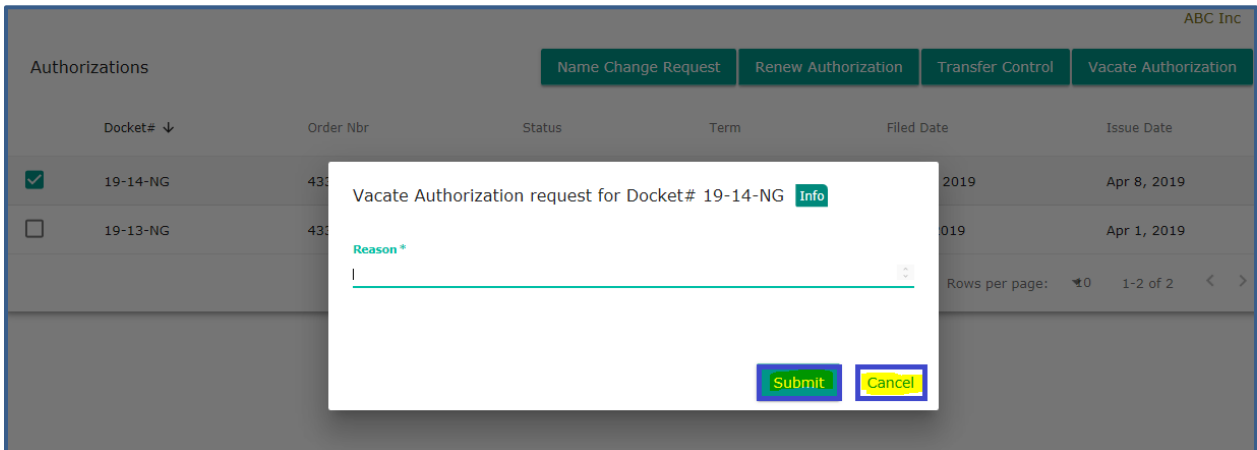


Figure 88: Authorizations – Vacate Authorization Submission Page

- 4) A confirmation dialog box will be displayed, to make sure you wish to terminate this authorization on behalf of your company (**Figure 89**). If you wish to vacate, click on “**Ok**.” Button. You can click “**Cancel**” to cancel the vacate authorization submission.

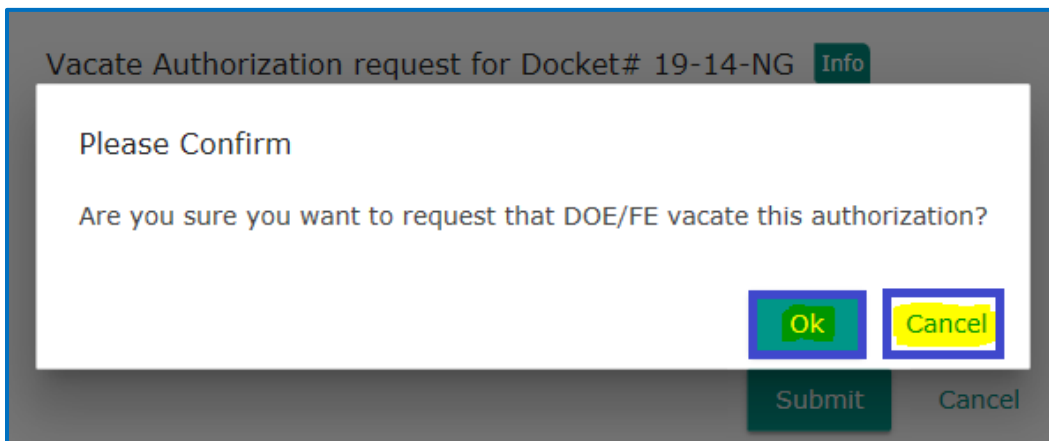


Figure 89: Authorizations – Vacate Authorization Submission Confirmation Page

- 5) A confirmation message will be displayed near the top of the page (**Figure 90**).

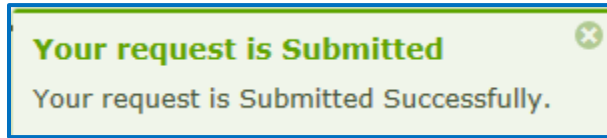


Figure 90: Authorizations – Vacate Authorization Submission Confirmation Message

- 6) A confirmation email will be sent out automatically to your inbox. You may check your email to see the Vacate Authorization submission confirmation (**Figure 91**)

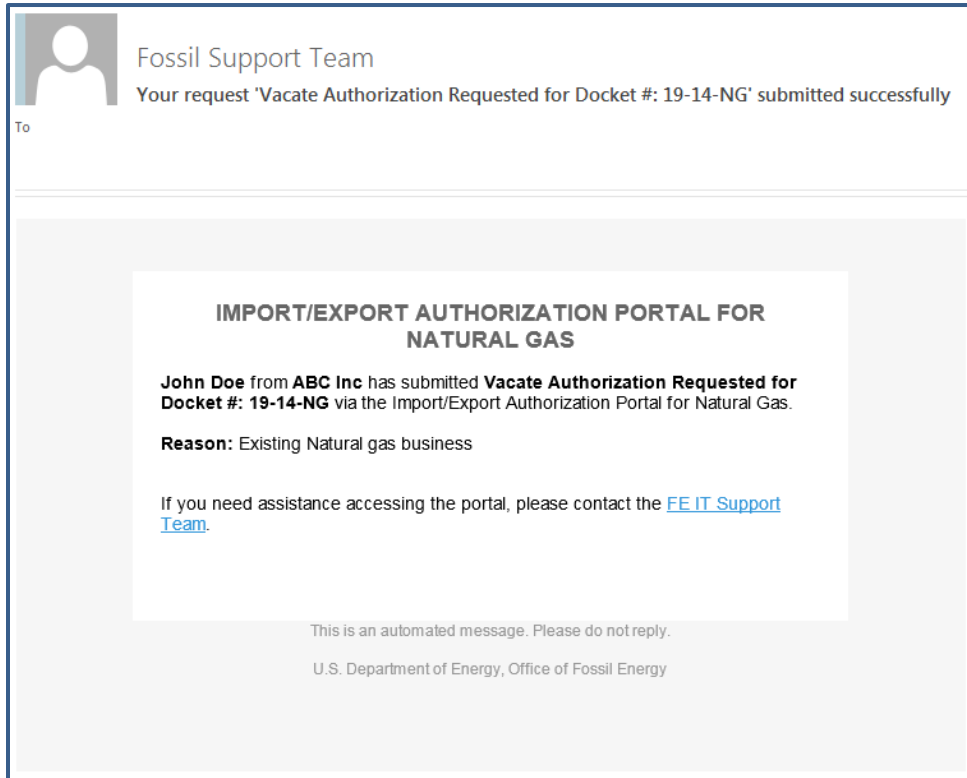


Figure 91: Authorizations – Vacate Authorization email confirmation message