Creating & Terminating Agency Agreements
Training Topics

- Creating an Agency Agreement
- Designating Roles to an Agent
- Principal Approval Process
- Agent Approval Process
- Printing an Agency Agreement
- Non-NFG Entity Agreement
- Terminating an Agency Agreement
General Information

• An Agency Agreement can only be created by the Security Administrator (SA) of the Principal company at the Business Entity or Account level.

• An Agency Agreement must be approved by SAs of both the Principal and Agent in order to be effective.
Creating an Agency Agreement

Once the Principal is logged into the EBB, click on “Customer Activities”, then “Security Administration”
Creating an Agency Agreement

Click “Agency”, then “Create Agency Agreement”
Creating an Agency Agreement

Enter the Principal Account ID. You can also select the magnifying glass, which will provide a list of Account IDs that the Security Administrator may access.
Designating an Agent

- Enter EITHER the Agent Business Entity ID or the Agent Account ID. The Principal will need to obtain this from the Agent.
- The Agency Agreement entered into will be the standard NFG agency agreement. The standard NFG agency agreement template can be found on the Forms section of NFG’s website or by following the following link: https://www.nationalfuelgas.com/supply/market/Forms/Forms.aspx. Refer to slide 15 if Principal and Agent plan to use a Non-NFG Entity Agency Agreement.
Designating Roles to an Agent

- Using the drop box under “Function Name”, designate what roles you would like the Agent to perform on your behalf.
- Roles can be added or deleted using the “+” and “−” signs
- You can also select “Add All Roles” to give Agent access to all functions
Designating Roles to an Agent

The Capacity Release and Nominations roles can be designated to an Agent for all contracts or for specific contracts using the check box. If the All Contracts box is unchecked, you will be able to specify the contracts you would like the Agent to have capacity release and nomination rights for.
Creating an Agency Agreement

Click “Submit”
Principal Approval Process

• Click “Approve,” which certifies acceptance of the Agency Agreement by the Principal. An automatic email will be generated and sent to the Agent’s Security Administrator to notify them of a pending Agency Agreement. The Agent will need to approve (and thereby accept) the Agency Agreement before it becomes effective.
Agent Approval Process

Once logged into the EBB, the Agent’s Security Administrator should click “Customer Activities”, “Security Administration”, “Agency”, “Maintain Agency Agreement”
Agent Approval Process

Click “Search” then click on the Pending Agency Agreement.
Agent Approval Process

Click “Approve,” which certifies acceptance of the Agency Agreement by the Agent.
• The Principal SA will get an automated email when the Agent SA approves the Agency Agreement.

• At this point, the Agency Agreement has now been approved by both parties. In order to view the executed document, the Principal SA or Agent SA can click on “Maintain Agency Agreement” (see Slide 11 for path), click on the agreement, then “Print Agreement”. The Agency Agreement will then pop up.
Non-NFG Entity Agreement

- Principal and Agent can also agree to a Non-NFG Entity Agency Agreement other than National Fuel’s Agency Agreement Form. If Principal and Agent wish to use a Non-NFG Entity Agreement, the Principal SA should check the Non-NFG Entity Agreement box when creating the Agency Agreement (refer to slides 4-9 on how to Create an Agency Agreement).

- The Non-NFG Agency Agreement must be submitted to NFGSC_SYSTEM_ADMIN@nattfuel.com for NFG internal review and approved by an NFG employee before becoming effective.

- The Principal SA and Agent SA approval process is the same (refer to slides 10-13).

- Once approved by both the Principal and Agent SAs, an NFG employee will be required to review and approve the agreed upon Non-NFG Entity Agency Agreement. The Principal SA and Agent SA will get an email notification when the NFG employee approves the agreement. The agreement becomes effective upon NFG employee approval.

- Note if the Principal and Agent have agreed to a Non-NFG Entity Agency Agreement, the Print Agreement button (as explained on slide 14) is not available.
Terminating an Agency Agreement

General Information

- An Agency Agreement can be terminated by either the Security Administrator of the Principal or the Agent company.
- Only one party needs to terminate the Agency Agreement in order for the termination to become effective.
Terminating an Agency Agreement

Click “Customer Activities”, “Security Administration”, “Agency”, “Maintain Agency Agreement”
Terminating an Agency Agreement

Click “Search” then click on Agency Agreement to be terminated.
Click “Terminate”. The Agency Agreement has now been terminated. An automatic email will be generated and sent to the Security Administrator of the counterparty to notify them that the Agency Agreement has been terminated.
Still Have Questions?

For any additional questions or assistance, please contact:

• Ashley Rohrich
• rohricha@natfuel.com
• 716-857-7043