

**EXHIBIT A (LONG FORM), REVISION \_\_ (Customer Submitted)**  
**AGREEMENT «Contract Number» \_\_\_\_\_**  
**CUSTOMER PORTAL ADMINISTRATOR(S), USER(S) AND AUTHORIZED THIRD**  
**PARTY USER(S)**

**1. CUSTOMER PORTAL ADMINISTRATOR(S)**

The Customer authorizes the following person(s) to act as its Customer Portal (CP) Administrator(s). The Customer shall notify BPA of any changes to the CP Administrator's information provided below.

<b>Primary CP Administrator Information:</b>	<b>Secondary CP Administrator Information:</b>
Name: _____	Name: _____
Title: _____	Title: _____
Email: _____	Email: _____
Address: _____ _____	Address: _____ _____
Phone: _____	Phone: _____

**2. CP USER(S) PERMISSIONS**

There are two types of CP User permissions available; Standard or Energy Efficiency (EE) only.

- **Standard:** Allows the CP User to **view** the following: bills, meter point info and meter diagrams, load and resources forecasts, contracts, EE reimbursement activity and all subsidiary site(s) listed on Exhibit B.
- **EE Only:** Allows the CP User to **view only** EE information and **submit** EE invoices on behalf of the customer.

Additionally, three more expanded CP User permissions can be ***added to the standard permission*** to give the CP User additional capabilities. They include Submit EE Invoice(s), Submit Load Forecast(s) and View Fiber/Wireless Contract(s).

- **Submit EE Invoice(s):** Can be added to the Standard permission to also allow the CP User to submit EE invoice(s).

NOTE: ALL INFORMATION FOR SECTION 1 AND AT LEAST ONE USER IN SECTION 3 (INCLUDING PERMISSIONS) MUST BE COMPLETED BY THE CUSTOMER BEFORE SUBMITTING TO BPA.

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- **Submit Load Forecast(s):** Can be added to the Standard permission to also allow the CP User to submit load and resource forecast(s).
- **View Fiber/Wireless Contract(s):** Can be added to the Standard permission to also allow the CP User to view fiber and wireless contract(s).

**3. CP USER(S)**

The CP Administrator(s) authorizes the following employees, agents, and assignees as CP User(s) to access and use the Customer's CP on the Customer's behalf. CP User(s) listed below will also have access to any subsidiary sites listed in the Customer's Exhibit B, Customer Subsidiaries.

The CP Administrator(s) shall notify BPA of any changes to the CP User's information. If five or less CP User(s) will be granted access, Exhibit A (Short Form) can also be used. Permissions must be selected for each CP User(s).

<b>CP User Information:</b> <input type="checkbox"/> <b>Add</b> <input type="checkbox"/> <b>Remove</b> <input type="checkbox"/> <b>Existing</b>				
Name: _____				
Title: _____				
Email: _____				
Address: _____				
_____				
Phone: _____				
_____				
<b>Select One</b>		<b>Expanded CP User Permissions (Added to Standard only)</b>		
Standard	EE Only	Submit EE Invoice(s)	Submit Load Forecast(s)	View Fiber/Wireless Contract(s)

NOTE: ALL INFORMATION FOR SECTION 1 AND AT LEAST ONE USER IN SECTION 3 (INCLUDING PERMISSIONS) MUST BE COMPLETED BY THE CUSTOMER BEFORE SUBMITTING TO BPA.

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 PARTY USER(S)**

**CP User Information:**  Add  Remove  Existing

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Select One		Expanded CP User Permissions (Added to Standard only)		
Standard	EE Only	Submit EE Invoice(s)	Submit Load Forecast(s)	View Fiber/Wireless Contract(s)

**CP User Information:**  Add  Remove  Existing

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Select One		Expanded CP User Permissions (Added to Standard only)		
Standard	EE Only	Submit EE Invoice(s)	Submit Load Forecast(s)	View Fiber/Wireless Contract(s)

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**CP User Information:**  Add  Remove  Existing

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Select One		Expanded CP User Permissions (Added to Standard only)		
Standard	EE Only	Submit EE Invoice(s)	Submit Load Forecast(s)	View Fiber/Wireless Contract(s)

**CP User Information:**  Add  Remove  Existing

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Select One		Expanded CP User Permissions (Added to Standard only)		
Standard	EE Only	Submit EE Invoice(s)	Submit Load Forecast(s)	View Fiber/Wireless Contract(s)

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 PARTY USER(S)**

**CP User Information:**  Add  Remove  Existing

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Select One		Expanded CP User Permissions (Added to Standard only)		
Standard	EE Only	Submit EE Invoice(s)	Submit Load Forecast(s)	View Fiber/Wireless Contract(s)

**CP User Information:**  Add  Remove  Existing

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Select One		Expanded CP User Permissions (Added to Standard only)		
Standard	EE Only	Submit EE Invoice(s)	Submit Load Forecast(s)	View Fiber/Wireless Contract(s)

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 PARTY USER(S)**

**CP User Information:**  Add  Remove  Existing

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Select One		Expanded CP User Permissions (Added to Standard only)		
Standard	EE Only	Submit EE Invoice(s)	Submit Load Forecast(s)	View Fiber/Wireless Contract(s)

**CP User Information:**  Add  Remove  Existing

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Select One		Expanded CP User Permissions (Added to Standard only)		
Standard	EE Only	Submit EE Invoice(s)	Submit Load Forecast(s)	View Fiber/Wireless Contract(s)

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**CP User Information:**  Add  Remove  Existing

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Select One		Expanded CP User Permissions (Added to Standard only)		
Standard	EE Only	Submit EE Invoice(s)	Submit Load Forecast(s)	View Fiber/Wireless Contract(s)

**CP User Information:**  Add  Remove  Existing

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Select One		Expanded CP User Permissions (Added to Standard only)		
Standard	EE Only	Submit EE Invoice(s)	Submit Load Forecast(s)	View Fiber/Wireless Contract(s)

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**CP User Information:**  Add  Remove  Existing

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Select One		Expanded CP User Permissions (Added to Standard only)		
Standard	EE Only	Submit EE Invoice(s)	Submit Load Forecast(s)	View Fiber/Wireless Contract(s)

**CP User Information:**  Add  Remove  Existing

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Select One		Expanded CP User Permissions (Added to Standard only)		
Standard	EE Only	Submit EE Invoice(s)	Submit Load Forecast(s)	View Fiber/Wireless Contract(s)

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**PARTY USER(S)**

**4. AUTHORIZED THIRD PARTY USER(S)**

The CP Administrator(s) authorizes the following entities to access its data and/or submit data on the Customer's behalf via the CP. Third party entities may not sub-delegate this permission. Third Party User(s) listed below will also have access to any subsidiary sites listed in the Customer's Exhibit B, Customer Subsidiaries.

If five or less Third Party User(s) will be granted access, Exhibit A (Short Form) can also be used. Permissions must be selected for each Third Party User(s).

There are three types of Authorized Third Party User(s) permissions available; Standard, EE only or Third Party Meter Data MDMR2.

- **Standard:** Allows the user to **view** the following: bills, meter point info and meter diagrams, load and resources forecasts, contracts, EE reimbursement activity and all subsidiary site(s) listed on Exhibit B.
- **EE Only:** Allows the user to **view only** EE information and **submit** EE invoices on behalf of the customer.
- **Third Party Meter Data MDMR2:** Allows the user to **view only** specific meters and detailed meter information. Access to Third Party Meter Data requires an additional form to be filled out. Find MDMR2 Meter Data Access Request form and instructions at <https://customerportal.bpa.gov>.

Additionally, three more expanded Third Party User(s) permissions can be ***added to the standard permission*** to give the user additional capabilities. They include Submit EE Invoice(s), Submit Load Forecast(s) and View Fiber/Wireless Contract(s).

- **Submit EE Invoice(s):** Can be added to the Standard permission to also allow the user to submit EE invoice(s).
- **Submit Load Forecast(s):** Can be added to the Standard permission to also allow the user to submit load and resource forecast(s).
- **View Fiber/Wireless Contract(s):** Can be added to the Standard permission to also allow the user to view fiber and wireless contract(s).

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**Authorized Third Party User Information:**  Add  Remove  Existing

Entity Name: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_

Select One			Expanded CP User Permissions (Added to Standard only)		
Standard	EE Only	Third Party Meter Data MDMR2 (additional form needed)	Submit EE Invoice(s)	Submit Load Forecast(s)	View Fiber/Wireless Contract(s)

**Authorized Third Party User Information:**  Add  Remove  Existing

Entity Name: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_

Select One			Expanded CP User Permissions (Added to Standard only)		
Standard	EE Only	Third Party Meter Data MDMR2 (additional form needed)	Submit EE Invoice(s)	Submit Load Forecast(s)	View Fiber/Wireless Contract(s)

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**Authorized Third Party User Information:**  Add  Remove  Existing

Entity Name: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_

Select One			Expanded CP User Permissions (Added to Standard only)		
Standard	EE Only	Third Party Meter Data MDMR2 (additional form needed)	Submit EE Invoice(s)	Submit Load Forecast(s)	View Fiber/Wireless Contract(s)

**Authorized Third Party User Information:**  Add  Remove  Existing

Entity Name: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_

Select One			Expanded CP User Permissions (Added to Standard only)		
Standard	EE Only	Third Party Meter Data MDMR2 (additional form needed)	Submit EE Invoice(s)	Submit Load Forecast(s)	View Fiber/Wireless Contract(s)

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**Authorized Third Party User Information:**  Add  Remove  Existing

Entity Name: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_

Select One			Expanded CP User Permissions (Added to Standard only)		
Standard	EE Only	Third Party Meter Data MDMR2 (additional form needed)	Submit EE Invoice(s)	Submit Load Forecast(s)	View Fiber/Wireless Contract(s)

**Authorized Third Party User Information:**  Add  Remove  Existing

Entity Name: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_

Select One			Expanded CP User Permissions (Added to Standard only)		
Standard	EE Only	Third Party Meter Data MDMR2 (additional form needed)	Submit EE Invoice(s)	Submit Load Forecast(s)	View Fiber/Wireless Contract(s)

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**Authorized Third Party User Information:**  Add  Remove  Existing

Entity Name: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_

Select One			Expanded CP User Permissions (Added to Standard only)		
Standard	EE Only	Third Party Meter Data MDMR2 (additional form needed)	Submit EE Invoice(s)	Submit Load Forecast(s)	View Fiber/Wireless Contract(s)

**Authorized Third Party User Information:**  Add  Remove  Existing

Entity Name: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_

Select One			Expanded CP User Permissions (Added to Standard only)		
Standard	EE Only	Third Party Meter Data MDMR2 (additional form needed)	Submit EE Invoice(s)	Submit Load Forecast(s)	View Fiber/Wireless Contract(s)

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**Authorized Third Party User Information:**  Add  Remove  Existing

Entity Name: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_

Select One			Expanded CP User Permissions (Added to Standard only)		
Standard	EE Only	Third Party Meter Data MDMR2 (additional form needed)	Submit EE Invoice(s)	Submit Load Forecast(s)	View Fiber/Wireless Contract(s)

**Authorized Third Party User Information:**  Add  Remove  Existing

Entity Name: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_

Select One			Expanded CP User Permissions (Added to Standard only)		
Standard	EE Only	Third Party Meter Data MDMR2 (additional form needed)	Submit EE Invoice(s)	Submit Load Forecast(s)	View Fiber/Wireless Contract(s)

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**Authorized Third Party User Information:**  Add  Remove  Existing

Entity Name: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_

Select One			Expanded CP User Permissions (Added to Standard only)		
Standard	EE Only	Third Party Meter Data MDMR2 (additional form needed)	Submit EE Invoice(s)	Submit Load Forecast(s)	View Fiber/Wireless Contract(s)

**Authorized Third Party User Information:**  Add  Remove  Existing

Entity Name: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone: \_\_\_\_\_

Select One			Expanded CP User Permissions (Added to Standard only)		
Standard	EE Only	Third Party Meter Data MDMR2 (additional form needed)	Submit EE Invoice(s)	Submit Load Forecast(s)	View Fiber/Wireless Contract(s)

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**PARTY USER(S)**

**5. EXHIBIT REVISIONS**

If updates to this exhibit are necessary to accurately reflect the authorized user(s) or their contact information contained in this exhibit, the Customer or the CP Administrator(s) shall provide a revised Exhibit A to BPA. This revised Exhibit A shall be effective upon receipt by BPA.

**Customer Legal Name:** \_\_\_\_\_

**Name (Print/Type):** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<p><b>BPA USE ONLY</b></p> <p>Date Received: _____</p> <p>Contract Number: _____</p> <p>Exhibit A, Revision Number: _____</p>
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