

**EXHIBIT A (SHORT 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: _____

<b>CP Administrators are given full access to the entire CP Site.</b>			
CP Admin Permission	Expanded CP User Permissions		
Standard	Submit EE Invoice(s)	View Fiber/Wireless Contract(s)	Submit Load Forecast(s)
X	X	X	X

**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.

**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)**

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).
  
- **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).

<b>3. CP USER(S)</b>
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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 more than six CP User(s) will be granted access, use Exhibit A (Long Form) which allows for more than six users. Permissions must be selected for each CP User(s).

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

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

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

<b>CP User Information:</b> _____ <b>Add</b> _____ <b>Remove</b> _____ <b>Existing</b>				
Name: _____				
Title: _____				
Email: _____				
Address: _____				
_____				
Phone: _____				
<b>Select One Only</b>		<b>Expanded CP User Permissions (added to Standard only)</b>		
Standard	EE Only	Submit EE Invoice(s)	View Fiber/Wireless Contract(s)	Submit Load Forecast(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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**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 more than five Third Party User(s) will be granted access, use Exhibit A (Long Form) which has additional fields for entry. 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).

**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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**CUSTOMER PORTAL ADMINISTRATOR(S), USER(S) AND AUTHORIZED THIRD PARTY USER(S)**

**3<sup>rd</sup> Party User Information:**      \_\_\_\_ Add      \_\_\_\_ Remove      \_\_\_\_ Existing

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

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

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

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

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

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

<b>Select One Only</b>			<b>Expanded CP User Permissions (added to Standard only)</b>		
Standard	EE Only	3 <sup>rd</sup> Party Meter Data MDMR2 (additional form needed)	Submit EE Invoice(s)	View Fiber/Wireless Contract(s)	Submit Load Forecast(s)

**3<sup>rd</sup> Party User Information:**      \_\_\_\_ Add      \_\_\_\_ Remove      \_\_\_\_ Existing

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

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

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

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

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

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

<b>Select One Only</b>			<b>Expanded CP User Permissions (added to Standard only)</b>		
Standard	EE Only	3 <sup>rd</sup> Party Meter Data MDMR2 (additional form needed)	Submit EE Invoice(s)	View Fiber/Wireless Contract(s)	Submit Load Forecast(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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**3<sup>rd</sup> Party User Information:**     \_\_\_\_ **Add**     \_\_\_\_ **Remove**     \_\_\_\_ **Existing**

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

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

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

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

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

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

<b>Select One Only</b>			<b>Expanded CP User Permissions (added to Standard only)</b>		
Standard	EE Only	3 <sup>rd</sup> Party Meter Data MDMR2 (additional form needed)	Submit EE Invoice(s)	View Fiber/Wireless Contract(s)	Submit Load Forecast(s)

**3<sup>rd</sup> Party User Information:**     \_\_\_\_ **Add**     \_\_\_\_ **Remove**     \_\_\_\_ **Existing**

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

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

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

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

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

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

<b>Select One Only</b>			<b>Expanded CP User Permissions (added to Standard only)</b>		
Standard	EE Only	3 <sup>rd</sup> Party Meter Data MDMR2 (additional form needed)	Submit EE Invoice(s)	View Fiber/Wireless Contract(s)	Submit Load Forecast(s)

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**PARTY USER(S)**

<b>3<sup>rd</sup> Party User Information:</b> ____ <b>Add</b> ____ <b>Remove</b> ____ <b>Existing</b>					
Entity Name: _____					
Name: _____					
Title: _____					
Email: _____					
Address: _____					
Phone: _____					
<b>Select One Only</b>			<b>Expanded CP User Permissions (added to Standard only)</b>		
Standard	EE Only	3 <sup>rd</sup> Party Meter Data MDMR2 (additional form needed)	Submit EE Invoice(s)	View Fiber/Wireless Contract(s)	Submit Load Forecast(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:** \_\_\_\_\_

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