

Enbridge Gas Ohio

Energy Choice Enrollment Procedures

Enbridge Gas Ohio will accept and transmit Energy Choice files via its website:

<https://www.dominionenergy.com/ohio/large-business-services/transportation-services>

Click on **Web Portal** found under **Resources for Active Business Partners**.

Files submitted to the web portal by 6 p.m. on business days will be processed that night. The rejection "C" and activity "F" files will be posted to the website the following day.

Critical Information

- The file must be a fixed width text (.txt) file. Each column must line up with the information as presented in the layout section to ensure a proper enrollment.
- The name and address are free format. However, note that the zip code must be in position 200.
- You will be e-mailed with your 10-digit pool, three letter identifier, and login and password for the web portal. You will be informed when the web site will be ready to receive enrollment files.
- All questions should be directly emailed to: Gas_Energy_Choice@dominionenergy.com
- A confirmation letter is sent to each customer who successfully enrolls. The letter notifies the customer of the enrollment, the date service with the new supplier will begin, how they will be billed (either one bill from Enbridge that includes both transport and commodity charges or two bills - one from Enbridge with transport charges, and one from the new supplier for the commodity charges).
- The first bill after the enrollment submission will be on the old contract. The second bill will be with the new supplier. Enrollments are 'scheduled' according to their next meter reading/billing cycle.
- Please download your files on a regular basis. Billing files are very large and tie up a lot of valuable space. Your files will not remain on the web indefinitely - the files are kept for one month. When a new file is added the oldest file is deleted.
- If any files are not retrieved and become unavailable, the cost to recreate a file is \$70 per file.

Naming Convention

The following is the process suppliers must use to name the enrollment file they create.

Example: XXX01011 enrollment file

- The first three characters "XXX" represent your supplier three digit code.
- Characters four thru seven "0101" represent the month and day (MMDD) the file is uploaded.
- The eighth character "1" is a sequential number that represents the number of files sent in any given day. If you load more than 1 file, the second should be coded as "2". Add an additional number for each file you upload.

- Use this naming convention even if you plan to send only one file per day.

To transmit to or receive files, please follow these steps:

Step	Action
1	Go to website: https://www.dominionenergy.com/ohio/large-business-services/transportation-services
2	Click on “Web Portal”
3	Enter your user name and password. Click “Login” button.
4	Click on “ <u>1. Supplier File Main Page</u> ” to upload a file, or Click on “6. View/Upload Zip File” to download a file.
5	All files available for download will be listed. To download a file click on the zip file you want and follow the directions on screen.