

California Gas Transmission Requesting Access for INSIDEtracc

What is INSIDEtracc?

INSIDEtracc is an online application for performing gas transactions on the PG&E Gas Pipeline System. INSIDEtracc users perform transactions such as gas nominations, imbalance trading, viewing contracts, usage, gas transportation and storage e-statements and other reports. The INSIDEtracc application is completely different and unrelated to PG&E's "[My Account](#)."

Requesting Access for INSIDEtracc

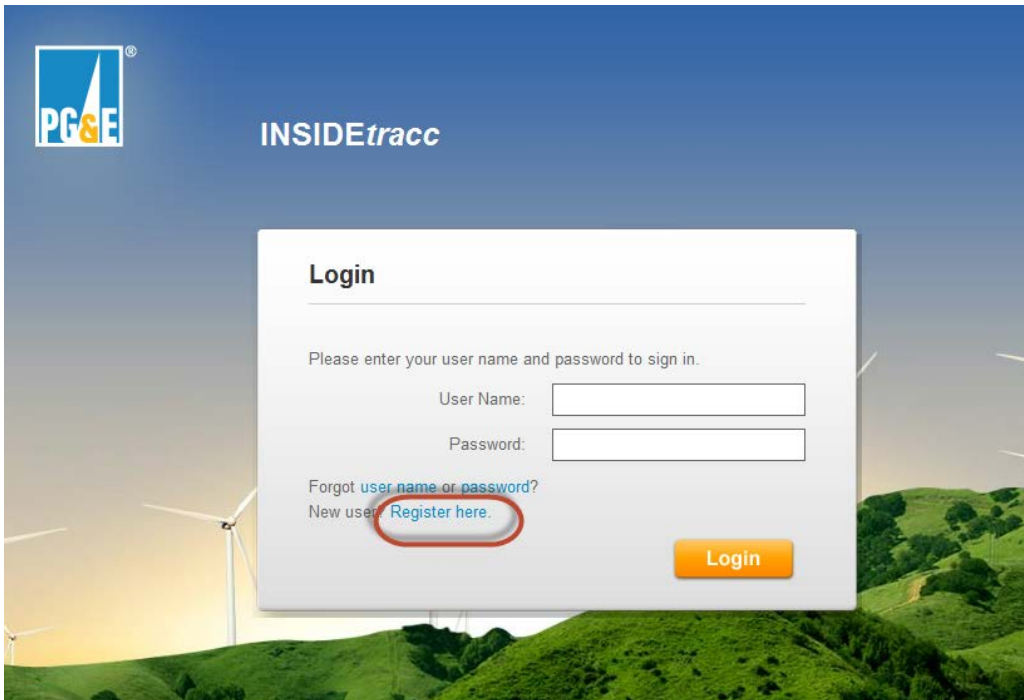
If your Company has an existing active Electronic Commerce System (ECS) User Agreement (Form No. 79-982) with PG&E's California Gas Transmission (CGT), you just need to perform three main steps to obtain access to INSIDEtracc:

Step 1) Complete an [ECS Exhibit B](#) form and e-mail the completed form to CGTServicesX@pge.com.

Step 2) Create your *User Name* and *Password* that includes completing a registration form online.

- a. Please navigate to our registration site <https://gts.pge.com/gts> and next to *New User?* Click the *Register here* link.

FIG 1



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- b. After Clicking on *Register here*, complete all fields in the *Registration-User Information* form and click the check box to accept the *Terms of Use*, and then click *Submit*. (FIG 2) Please make a note of your password question and answer; you will need this if you forget your password in the future.

FIG 2

PG&E **INSIDEtracc**

Registration—User Information

Create your online account for INSIDEtracc

First Name:

Last Name:

User Name: ?

Password: ?

Confirm Password:

E-mail:

Confirm E-mail:

Password Question: Select One ?

Your Answer:

I have read and accepted the [Terms of Use](#).

< Cancel **Submit**

- c. You will be prompted to enter a *Company Name* and *Contact Phone Number* on a second screen. It is important that you click *Submit* in the bottom right hand corner. (FIG 3)

FIG 3

INSIDEtracc Access Request

USER INFORMATION

* Login UserName:

* First Name:

* Last Name:

* E-Mail Address:

* Company Name:

* Contact Phone Number:

Submit

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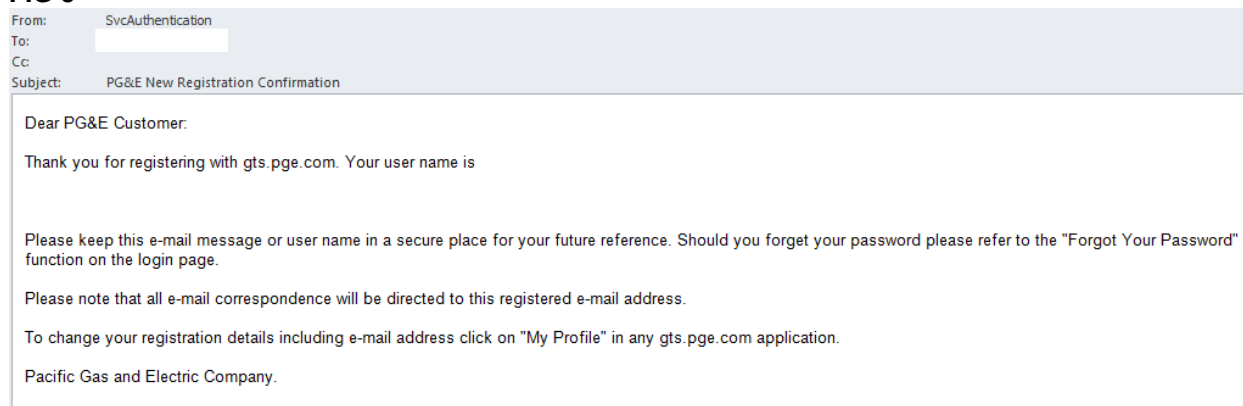
- d. You will see the message FIG 4 below indicating your request was submitted however you cannot log in until after the account is activated by PG&E. (See Step 3)

FIG 4



- e. You will receive an e-mail from PG&E's "SvcAuthentication." (FIG 5)

FIG 5

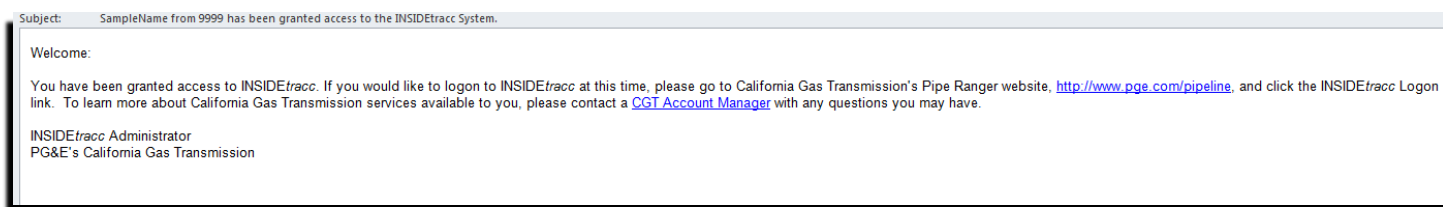


PLEASE NOTE

Although you will have received an e-mail confirming your registration for access (above), INSIDetracc access is not instantaneous. One more *Activation* step must be performed by PG&E's CGT. Generally this is completed within 24 hours with the exception of weekends and holidays. See **Step 3 below**.

Step 3) After your account has been activated by PG&E, (see note above) you will receive a "Welcome" e-mail stating "You have been granted access to INSIDetracc." (FIG 6) Now you may [log into](#) INSIDetracc.

FIG 6



California Gas Transmission Requesting Access for *INSIDEtracc*

Additional Information for New Users:

- If a user requires access to more than one Company, they will need to submit an ECS Exhibit B for each Company's ECS agreement for which they require access. CGT will confirm with the Company holding the ECS agreement that the user requesting access has their permission. The user will need to register a unique User Name for each Company.
- After you are activated for *INSIDEtracc*, a CGT Account Manager will contact you regarding training opportunities for the *INSIDEtracc* system.
- Our [INSIDEtracc User Documentation](#) is available on the Pipe Ranger site.

FAQs

Q) How do I know if my Company has an existing Electronic Commerce System (ECS) User Agreement (Form No. 79-982) in place?

A) Here are two ways to know if your Company has an existing ECS Agreement:

- Contact a [CGT Account Manager](#) and they can provide that answer.
- If an employee at your company already has access to *INSIDEtracc*, then an ECS agreement exists.

Q) What if we do not have an ECS agreement?

A) Please send your ECS request to a PG&E California Gas Transmission Account Manager by e-mailing CGTServicesX@pge.com with the information below

Primary Contact Name
Telephone No.
E-mail Address

Customer Company Name
Address, City, State, Zip Code

Mailing Address (if different than physical address)
Address, City, State, Zip Code

Q) I work for several companies handling their back office work. Why am I required to have a unique User Name for each company?

A) This security precaution ensures that each user can only view their company's specific information.