PEOPLES℠

PNG EBB.GASTAR

Instruction Manual – Suppliers

The PNG EBB.GASTAR Instruction Manual will walk a User through the process of getting started, logging onto the PNG EBB.GASTAR system, getting help and basic features with definitions.

June 2018

Getting Started

Technical Information (Minimum System Requirement)

Processor: 1GHz

RAM: 512MB

Hard Disk: 600MB available hard disk space

Operating System: Windows XP Home

> ==*Works best with browser such as Google Chrome or Mozilla Firefox (not Internet Explorer)*==

Internet Connection Speed: Performance is dependent on communication speed. An enterprise internet connection with T1 speeds or greater is optimal, however, modem capable of 28.8 kbps or greater is acceptable.

Getting Help

Visit our web site www.peoples-gas.com/ for:

- *Energy Choice Information*

- *Pooling Manual*

- *Supplier Tariff (Services>Rates and Tariffs)*

- *Rate Schedules*

- *Access to EBB (Energy Choice>GASTAR Log-In*

- *And more!*
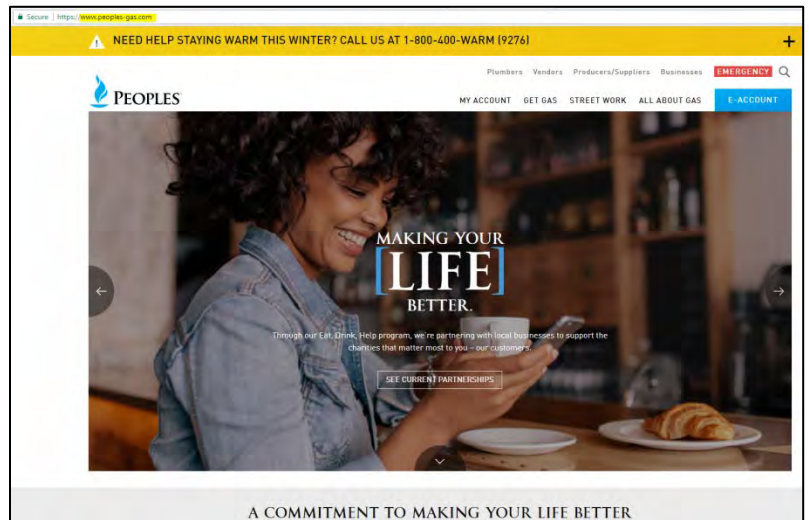
PNG Contact List

Ted Haas
Manager, Local Gas Acquisition/Producer Services
Teddy.Haas@peoples-gas.com
412-258-4560

Gabriella Albert
Senior Business Process Specialist
Gabriella.Albert@peoples-gas.com
412-258-4714

Leslie Tafel
Senior Gas Measurement Coordinator
Leslie.M.Tafel@peoples-gas.com
412-208-6503

Gregory Napierski
Gas Measurement Coordinator
Gregory.D.Napierski@peoples-gas.com
412-258-4439

Peoples Natural Gas Company, LLC
375 North Shore Drive
Pittsburgh, PA 15212

Online Access

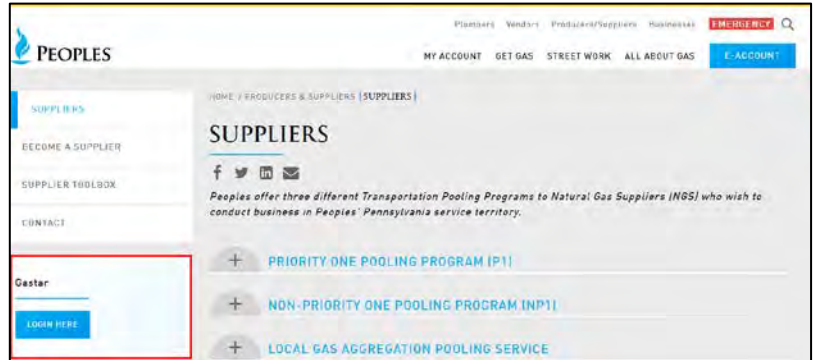From the Peoples Natural Gas Home Page

www.peoples-gas.com

- Select Producers/Suppliers at top of page
- Select Suppliers link on the left
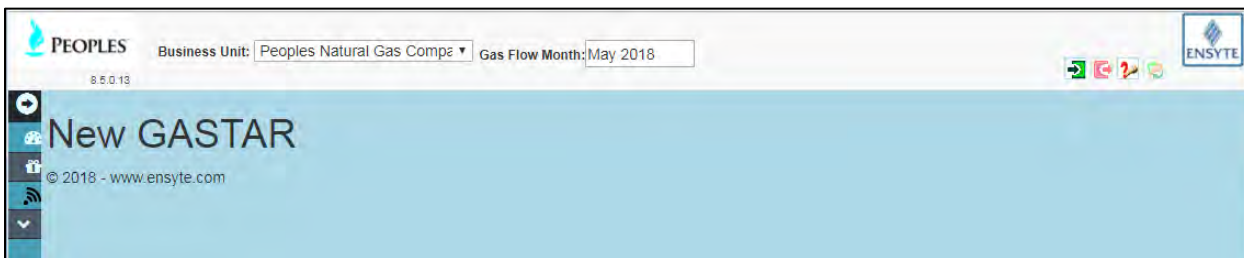- Gastar "**LOGIN HERE**" button on Suppliers page

Or go directly to EBB:

https://ebb.peoples-gas.com/

Logging On

1. The Welcome Screen is the first screen the User will see, which displays the Electronic Bulletin Board. Users login to the system for access on this screen.


2. By request, the User ID will be setup in GASTAR and an email will be generated with a temporary password.

3. The User will copy and paste the temporary password into the login password field on the Welcome Page and click 'Login'. If the User is unable to login, email PeoplesNGS@peoples-gas.com

4. Upon login, the Bulletin Board will appear and the user will be able to navigate through the system.
   *__**NOTE – The New Gastar EBB will time out after 10 minutes of inactivity__*

Change/Forgot User Password

When you first login, you will need to change your initial (temporary) password. Click on the change Password icon then enter and confirm your new password.
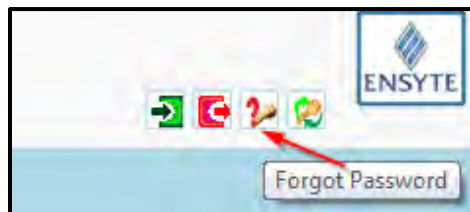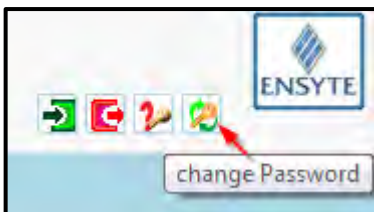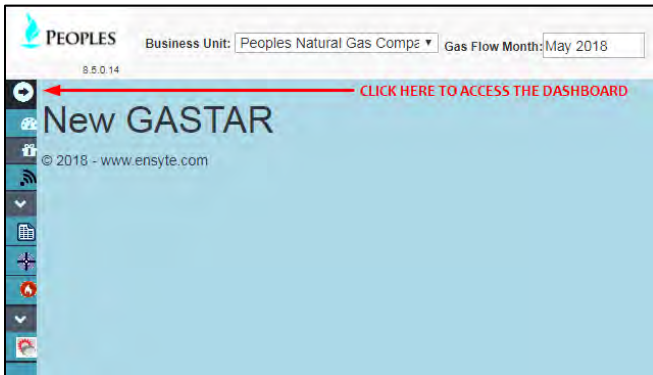

Forgotten Password

When the user selects the Forgot Password icon upon login, user's password will be reset and a new password is emailed to user's email address in the system.

General Information

Dashboard

From all screens, you will only see the icons for each menu item initially. Click on the arrow to access the dashboard
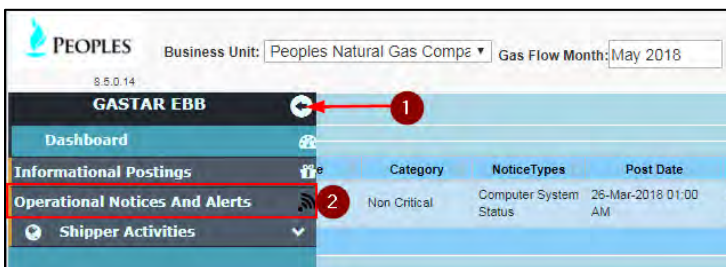

Informational Postings

Operational Notices and Alerts

YOU DO NOT HAVE TO BE LOGGED IN TO VIEW THE NOTICES. The Operational Notices and Alerts screen is the only screen you can view without a login. This screen displays public notices for all EBB users.

To access the **Operational Notices and Alerts**, click on the link on the **Dashboard**.

 Or just click on the icon

If there is an attachment included with the message, it can be downloaded by clicking on the attachment.

Producer Activities

WH Purchase

To view/download/save your monthly Production Report, select **WH Purchase** from the Dashboard.
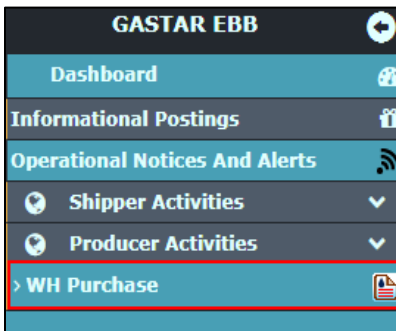
1. Select the Gas Flow Month from either option shown, and

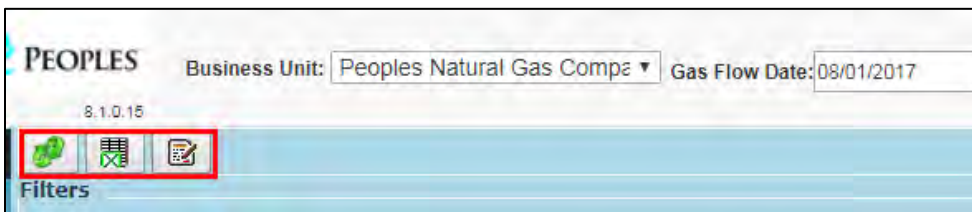2. Select a BA (if agent to others) then refresh screen

The report populates on the screen for the selected month

You can view, save or download the report through export to Excel or by clicking on the WH Purchase Report icon

More options are available from the report screen*

*Microsoft has discontinued their support of the print icon until further notice.