

**USER SECURITY REQUEST**

- New User Request
- Existing User Update

Access requested for (check all that are applicable):  Pony Express Pipeline  Ironhorse Pipeline  Powder River Express Pipeline

Company Name: \_\_\_\_\_  
(Please provide the entire **LEGAL** name)

User's Name: \_\_\_\_\_  
(LAST) (FIRST) (MI)

Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

User Functionality	Access Level Table	
	Read Only	Write/Update
View and Run Reports		
Invoices		
Nominations, Confirmations, and Measurement		

**ACKNOWLEDGMENT OF RESPONSIBILITY for  
Access to Tallgrass Nomination Portal**

Your user identification code (USER ID) and password provide you the ability to use the Tallgrass Nomination Portal. Information stored in and/or processed in the Tallgrass Nomination Portal is proprietary information and is confidential in nature. It is extremely important that you are aware of your responsibilities regarding access, use and disclosure of confidential information to the Tallgrass Nomination Portal.

Your USER ID and password are confidential and are intended for your use *only*. Your USER ID and password identify your company and function(s) related to the Tallgrass Nomination Portal access. You are prohibited from disclosing your USER ID and password to anyone, including another employee of your employer, as they uniquely identify you as an individual user of the system. You will be held responsible for any security breach traceable to your USER ID and password.

Should you ever suspect that an unauthorized person knows your USER ID and password, it is your responsibility to notify Tallgrass Energy by sending an email to [PonyPortalRequest@tallgrassenergylp.com](mailto:PonyPortalRequest@tallgrassenergylp.com). Use of the Tallgrass Nomination Portal is restricted to transactions with the Tallgrass Energy Partners crude oil pipelines identified above.

You may access only data for which you have specific authorization. You may *not* access the data of other subsidiaries, affiliates or companies for whom you have an agency relationship unless *supporting legal documentation* (Agency Form) has been provided to Tallgrass Energy Partners. All access attempts, both successful and unsuccessful, may be recorded.

USER IDs that are inactive for ninety (90) days may be automatically suspended without notice. If your USER ID is suspended, you must contact Tallgrass Energy Partners at [PonyPortalRequest@tallgrassenergylp.com](mailto:PonyPortalRequest@tallgrassenergylp.com) to have your USER ID reinstated. Your USER ID is issued to you on the condition that you are representing the company you stated on page 1 of this form. You may not use this USER ID to access the Tallgrass Nomination Portal if you leave the employment of that stated company.

By execution and delivery hereof to the Transporters (as defined in the Company Level Security Form between the Transporters and the Company), the User agrees that all usage of the Tallgrass Nomination Portal thereby is subject to and is bound by the terms and provisions of the Company Level Security Form.

BY MY SIGNATURE BELOW, I ACKNOWLEDGE THAT I HAVE READ, FULLY UNDERSTAND, AND AGREE TO THE ABOVE STATEMENTS.

User's Name: \_\_\_\_\_  
(Please Print)

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form must be approved by applicant's manager/director, etc.

Approval  
Signature: \_\_\_\_\_

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