DART DSA/DLA License Agreement/Security Process

DART SECURITY PROCESS: To obtain access to DART, a customer must appoint an "DART Security Administrator" (DSA) by completing a DSA Request Form and executing a DART System License Agreement (DLA). Upon receiving a completed DSA Request Form and a partially executed DART System License Agreement, the Kinder Morgan DART System Security Administrator will: (1) assign the DSA a DART Logon/password and communicate these to the DSA, and (2) provide the DSA instructions on how to log on and perform the various DSA functions in the DART System. Using the logon and password provided, the DSA can perform the following security administration functions:

❖ Request additional logons for company personnel

❖ Establish/modify security Business Function rights for a logon

❖ Select TSPs (pipelines) for which the logon is valid

❖ Delete logons when company personnel no longer need DART access

❖ Reset a password for a logon if it is forgotten by the DART user assigned that logon

❖ Assign the DSA functionality to an existing or new logon (at least 1 logon must be assigned the DSA function but we recommend that multiple individuals (maximum of three) be given this function so there is backup within the company to assist your DART users)

OBTAINING DART ACCESS: If your company does not have DART access or currently has DART access and you need access to DART for the additional pipelines, please complete the Interstate DSA Request Form and the Interstate DLA DART License Agreement (Click Here) Additionally, **if you have DART access or want DART access for the Kinder Morgan Midstream (Intrastate) pipelines**, a Midstream DSA Request Form and Midstream DLA DART License Agreement (Click Here) must be completed. Please forward all of these signed documents to the DART System Security Administrator:

❖ by email dartsystemsecurity@kindermorgan.com (preferred) or

❖ Our hours are M-F 7:00AM to 4:00PM (CT). All calls received outside of these hours will be returned on the next business day. We are not staffed on weekends or Holidays. If you need your password reset, please contact your company's ESA (External Security Administrator).

Once access to DART is given instructions for using DART can be found in the DSA Help Guide found under the Security Administration Folder.

DART SYSTEM SOFTWARE REQUIREMENTS: To access the DART System, requires that Citrix© software be available on each devise accessing the DART system. This software can be downloaded free of charge from the www.citrix.com but it is recommended that you consult with your Information Technology department before downloading any Citrix© software/version. To request technical assistance with application access, Citrix software, connection setup, or related issues contact:

 James 'Skip' Stallings - I.T. Technical Support 713-369-9067 **James_Stallings@kindermorgan.com**