

THIRD-PARTY AUTHORIZATION

SERVICE APPLICATION HOW-TO QUICK GUIDE

*New or expanded electrical connections: Getting power **when** and **where** you need it.*

To expedite your electricity service request, FortisAlberta has published a collection of Quick Guides designed to help you: **1.** Complete the Service Application by way of answers to Frequently Asked Questions (FAQs) **2.** Authorize your electrician or contractor to act on your behalf **3.** Understand how to calculate electric loads and potentially save money and time.

Legal Disclaimer: Quick Guides provide general information. They are not intended to act as substitutes for advice from your contractor, consultant or electrician, or as a replacement to FortisAlberta's Terms and Conditions (T&Cs).




THIRD-PARTY AUTHORIZATION: What is it? What does it mean to me? How does my electrician, contractor or consultant fit in?

LIST OF QUICK GUIDE REFERENCE DOCUMENTS:

Third-Party Authorization: Understand the impact of appointing electricians/consultants to act on your behalf.

Service Application FAQs: Find the answers to commonly asked questions when requesting a new service e.g. finding land description details and determining your service type.

All About Load: Learn how to save time and money by right-sizing your service.

ICON KEY	
	Save money
	Save time
	Expedite Service

Third-Party Authorization(s)

Summary: Third-Party Entitlements

Get/receive service-related information on “the Customer’s behalf.

Make decisions and sign service-related documents on “the Customer’s” behalf.

Three Major Reasons for Granting a Third-Party Authorization:

1. Enable an individual e.g. electrician or corporation e.g. engineering firm of your choice to represent your interests and make electric service decisions on your behalf.
 - Your signature on the Third-Party Authorization form provides the consent FortisAlberta requires to work with your designate on the quotation, design and construction of your service.
2. Allow an individual e.g. electrician or corporation e.g. engineering firm)of your choice to receive and review all service-related information whether written (service documents, correspondence or contracts) or oral (phone conversations or face-to-face meetings).
 - FortisAlberta requires your permission and authorization to release electricity service-related information to your designate(s).
3. 🚨🔥 Expedite service. Without a signed Third-Party Authorization FortisAlberta is prevented from engaging with a customer’s designate(s). That is why it is critical to promptly sign and submit the form.

Background:

1. Quoting, designing and constructing an electricity service can be a complex, technically demanding job. In the Oil and Gas, Commercial / General Service, and Multi-Site sectors, it is not unusual for customers to retain third-party specialists to help them navigate electrical use requirements, system design components and construction realities. To initiate these relationships, the customer (land owner or party ultimately responsible for the electricity service and its associated costs) needs to complete a Third-Party Authorization form.
2. The Personal Information Protection Act (PIPA), together with other legislation, legally requires FortisAlberta to protect customer information. Our goal is to use all reasonable means to maintain and protect the information we have about our customers while still providing timely and responsive customer service.



Completing the Third-Party Authorization Form

1. AUTHORIZATION FOR FORTISALBERTA INC. TO RELEASE CUSTOMER INFORMATION TO A THIRD PARTY AND 2. CUSTOMER CONSENT AND APPROVAL FOR A THIRD PARTY TO ACT ON THE CUSTOMER'S BEHALF.

_____ (the "Customer"), hereby
directs and authorizes FortisAlberta Inc. to provide Customer-related
information, (the "Customer Information"), which may include personal
information and proprietary business information as the case may be, to:

_____ and its employees, consultants,
contractors and agents (the "Third Party"), and the Customer furthermore
provides its consent and approval for the Third Party to provide instructions on
behalf of the Customer to FortisAlberta Inc. relating to the Customer. Unless
advised by the Customer in writing the timeframe respecting this authorization
shall be for two (2) years from the date of this authorization.

With respect to all of the aforementioned, the Customer hereby agrees to
indemnify, hold harmless and absolutely and unconditionally release
FortisAlberta Inc., its affiliates, officers, directors and employees of and from
any liability and any and all form of claim as might arise out of, result from, or
in any way relate to the dissemination, sharing or use of the Customer
Information by FortisAlberta Inc. with the Third Party pursuant to this
authorization.

The Customer understands that the authorization may be revoked by the
Customer at any time by providing written notice to FortisAlberta Inc.

UNDERSTOOD, ACCEPTED and AGREED this ___ day of _____ 20__.

Signature

Print Name

Title

Company

Address

Phone

Cell

Email

Please Email or Fax this completed Third-Party Authorization form to
FortisAlberta Inc. Attention: Customer Connections

Email: FortisAlbertacustomerconnections@fortisalberta.com

Fax Number: 403 514 4415

Please Note: By signing this form
you are empowering your
designate to make electricity-
service decisions on your behalf in
addition to receiving/sharing
confidential information related to
your project.

For the purposes of this form,
FortisAlberta defines "the
Customer" as the landowner or
party ultimately responsible for the
electricity service and its associated
costs.

The full legal name(s) of the Third-
Party company(ies) authorized to
act on "the Customer's" behalf. In
the absence of a company(ies), the
name(s) of the Third-Party

Signature, name and title of "the
Customer" who is granting
authorization.

Company name and contact
information associated with "the
Customer" who is granting
authorization.

Please remember to print, sign
and either scan/Email or Fax the
form. Our not having a completed
form could result in new-service
connection delays.