

# QUICK START GUIDE

## Event Requesters

PIEDMONT NATURAL GAS PORTAL



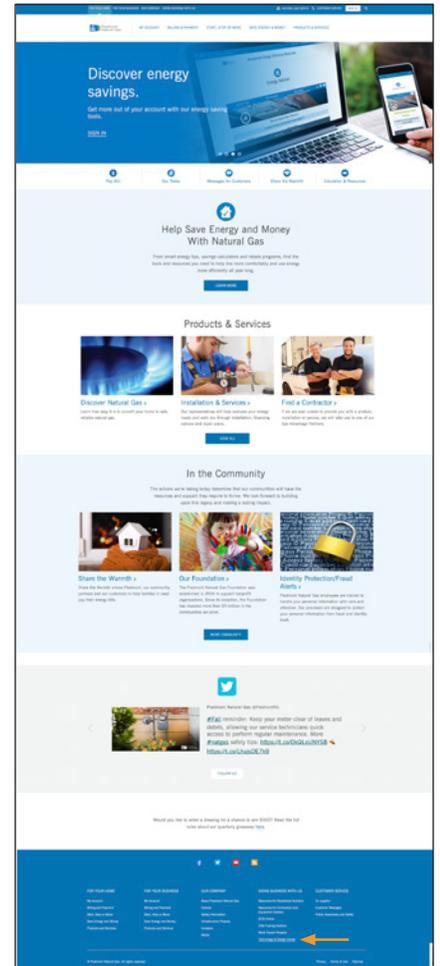
### Quick Start Guide:

### Booking an Event at a Test Kitchen or the Technology & Design Center

### Locating the Website

Start on home page <https://www.piedmontng.com/home>

Scroll to footer, click *“Technology & Design Center”*



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### Locating the Website

Landing Page opens for T&D Center

<https://www.piedmontng.com/technology-design-center>

Scroll to Events & Seminars pod

Events landing page opens

<https://gasadvantage.piedmontng.com/viewevents/>



### Creating an Account New Users

Visit the sign in page of Events & Seminars - PNG Technology & Design Center. If you have not yet created a profile, you may do so by selecting “*Create a Profile*” and following the steps to register.

Complete the form to request a profile to the online portal. You will receive an email verifying your request was received. Your request will be processed within two (2) business days.

You will receive a reply to your initial Account creation inquiry/Portal Invitation request stating “Your Portal Profile creation is complete. You may now login and Create an Event. Thank you for your interest in Piedmont Natural Gas.”



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### Booking Your Event

Once you are logged in to your account, this page will appear. First, select the building, which will then show available dates for that location (A). Select “*Create an Event*” (B) to begin the reservation request.

When you select “*Create an Event*”, you begin the request process.

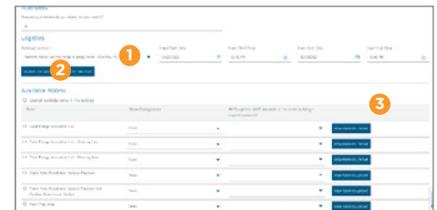
As you finish each section, the application will flow to “*Event Details*”, “*Company Details*” and “*Preview Form*”. Fill out the necessary information for each section.

Once you reach the “*Preview Form*” section of the request, you can scroll through and recheck your event details. When ready, review the “*Terms of Use*” and agree. Complete the “*robot*” test, and then submit your request. You will receive a confirmation email of your event submission from [NaturalGasSales@duke-energy.com](mailto:NaturalGasSales@duke-energy.com), with the subject line “Your Event Creation Request has been submitted”; you will hear back from us within two (2) business days with any questions.

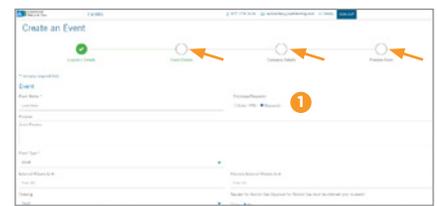
Once your event has been reviewed and approved or denied, you will receive a confirmation email (from [NaturalGasSales@duke-energy.com](mailto:NaturalGasSales@duke-energy.com)) with the event details.



Fill in all necessary Fields on this page



1. Enter your building of choice from the drop down menu.
2. Click: **Search for Available Rooms**
3. Fill out all necessary info on this page.



1. If you are NOT an employee of Duke Energy or Piedmont Natural Gas, click the **Requestor** option.



1. Once you are finished click **Terms of Use** and **Robot** test.
2. Then when ready, click **Submit Request**.