

QUICK START GUIDE

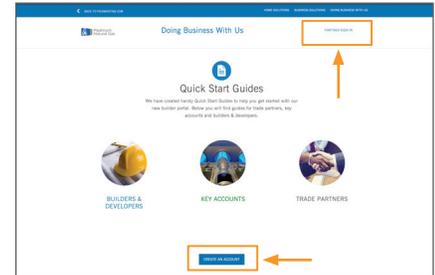
Key Accounts

PIEDMONT NATURAL GAS BUILDER PORTAL



Doing Business with Us

Go to gasadvantage.piedmontng.com/doing-business-with-us and click on “Creating an account” or the “Partner Sign In” link.

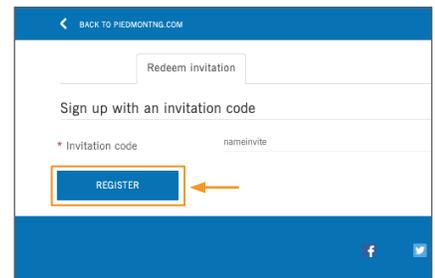


Creating an Account

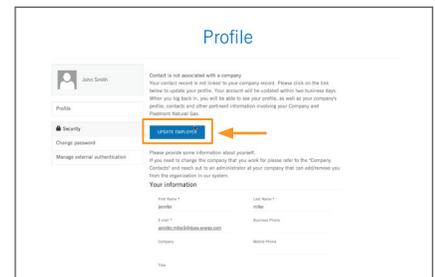
Complete the form to request an invitation to the Gas Advantage Portal. You will receive an email verifying your request was received. Your request will be processed within two (2) business days.



Once you've received your invitation email, click the link to begin your registration. Enter your company email address and select a new Gas Advantage password. Click on “Register” to complete your account registration.



After completing your registration, you can view and complete your profile or choose other options.



If you are not associated with a company, you will be asked to complete the “Update Employer” form. You will receive a confirmation email upon completion of the form.

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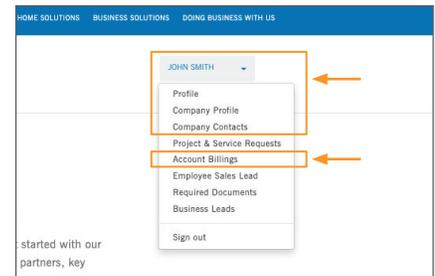
Profile

If you have not completed a profile, you will be directed to do so after logging in. Otherwise, you will be directed to the “Resources for Residential Builders” section.

To view your profile, simply click your name and select “Profile” from the dropdown menu. Here, you can choose from:

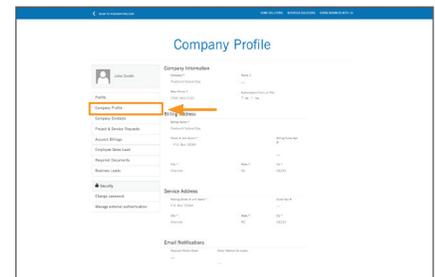
- Profile
- Company Profile
- Company Contacts
- Account Billings

By creating an account, you will be able to view all accounts with current billing information for each account associated with the parent account. If you would like to add a “2nd Company Name” or make corrections, please email SalesCoordinators2@duke-energy.com.



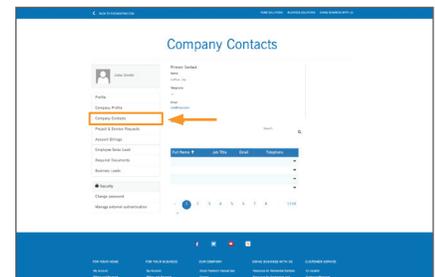
Company Profile

Your Company Profile is where you'll view your company's information, including the company address and billing and service location information. Any changes need to be sent to SalesCoordinators2@duke-energy.com.



Company Contacts

The Company Contacts page lists the primary contacts associated with your company and their individual contact preferences. When contacts need to be added or deleted, please send an email to SalesCoordinators2@duke-energy.com.



Account Billings

To search for transactions associated with your company, select the “Account Billings” tab. Your associated transactions will appear here.

Additionally, the “Search” box in the upper right area will allow you to search for any existing requests. You can search for requests by identifiers such as:

- Account number (preferred)
- Company name
- Company name 2

