

Idaho Power Transmission Business Practices

Section 1 - Customer Registration Procedures

Effective Date: August 7, 2008

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1.1 Idaho Power Company Customer Registration Process

Idaho Power Company (“Idaho Power”) will accept applications for Point-To-Point (“PTP”) or Network Customer transmission access from eligible customers or their designated agent. To acquire access to Idaho Power’s transmission offerings on OASIS, please complete the following:

1. A completed Customer Contact Form located in the CUSTOMER SERVICE-TRANSMISSION folder on OASIS <<http://www.oatioasis.com/ipco/index.html>>. This form may be sent via e-mail to Rowena Bishop or Kathy Anderson at the e-mail addresses reflected below.
2. Two signed copies of each Service Agreement for Short-Term Firm and Non-Firm Service. Copies of these agreements reside in the CUSTOMER SERVICE - TRANSMISSION folder on OASIS. Idaho Power will sign the Service Agreements, file an original with FERC, and return one original to the customer. This information should be mailed to:

Idaho Power Company
Attn: Manager, Grid Operations
1221 W. Idaho Street
Boise, Idaho 83702

3. If you have any problem downloading these files, please contact:

Rowena Bishop at (208) 388-2658
Email: rbishop@idahopower.com

or

Kathy Anderson at (208) 388-5676
Email: kathyanderson@idahopower.com

4. Customer will then be reviewed for credit approval by Idaho Power's transmission credit analyst. Once credit is approved, customer will be notified and access to OASIS will be granted. Idaho Power's credit policy can be found under the INFORMATION folder on OASIS <<http://www.oatioasis.com/ipco/index.htm>>. If OATI registration in 1.2 below is complete, customer will then be able to proceed with transactions over the Open Access Same-Time Information System ("OASIS").

1.2 NERC and OATI Registration Process

Idaho Power's Open Access Transmission Tariff ("OATT" or "Tariff") requires the company to use the OASIS for transmission reservations. Idaho Power's OASIS is hosted by Open Access Technology International, Inc. ("OATI"). For transmission service on neighboring systems, customers can consult the adjacent transmission provider's OASIS website.

To register on OASIS, customers must complete the following:

1. NERC registration/Dun & Bradstreet Registration

- a. NERC registration is necessary for requesting transmission through Idaho Power's OASIS. With Transmission Services Information Network ("TSIN") registration, the customer will receive a four-character customer code necessary for OASIS access. See <http://www.tsin.com>. This web site is maintained by NERC for the development and implementation of OASIS and registration of transmission providers and transmission customers.
- b. This link set forth in Subsection 1.a. above provides a page with various links to complete the required registration. A DUNS number from Dun & Bradstreet is required. The TSIN link above will also provide a link to instructions on how to obtain a DUNS number.

2. OATI registration

- a. Once a customer receives a TSIN designation; an OATI digital certificate and software are needed to access OASIS. Digital certificate and user registration information is available at: <http://www.westtrans.net/registration.html>. It is the responsibility of the customer's security officer to ensure each user has a security certificate and is authorized to transact on OASIS.

- i. Register with OATI webCARESTM by following the instructions in the OATI webCARESTM registration document.
- ii. Register your company with OATI by completing the OATI webOASIS company registration form. Email the form to support@oati.net.
- iii. Register users with OATI by completing the OATI webOASIS user registration form. Email the form to support@oati.net.
- iv. The OATI Support staff will process the requests during business hours (M-F 8:00 AM – 5:00 PM CT).
- v. Notify IPCO of the Company code to be activated on IPC OASIS. Contact Kelly Kiler at kkiler@idahopower.com.

1.3 Customer Open Access Forum (OAF) Registration

Idaho Power communicates notices to customers not only on the OASIS home page, but also through its Open Access Forum (OAF). The OAF is accessed through the “Open Access Forum” folder on OASIS (<http://www.oatioasis.com/ipco/index.html>), or directly with the following link: <http://openaccess.idahopower.com/fusetalk/forum/>. Once a customer registers on the OAF, the customer can subscribe to receive e-mail notifications when a comment is posted on the subscribed OAF Folder. Customers can also utilize the OAF to ask questions to Idaho Power about its transmission operating practices. It is the customer’s responsibility to register on the OAF and set up the subscription profile to receive e-mail notifications. Idaho Power’s response to questions posted on the OAF supplement Idaho Power’s Transmission Business Practices.

1.3.1 OAF Registration Process:

1. Click on the Open Access Forum folder located on the left hand side of Idaho Power’s OASIS site (<http://www.oatioasis.com/ipco/index.html>). Click on the link provided under the folder.
2. Click the “Join” button. Provide the necessary information required to create a profile. Your login information, including the login password, will be sent to the e-mail address indicated in the profile. Therefore, it is important to provide a valid e-mail address.
3. Send an e-mail to Kelly Kiler at kkiler@idahopower.com or call 208-388-5116 to let him know you submitted your registration request.
4. You will receive an e-mail notification once your access has been approved.

1.3.2 OAF Profile Set Up:

In order to receive e-mail notification of OAF comment postings, you must select in your profile which folders you would like to receive notification on.

1. Log into the OAF.
2. Select the “Profile” button.
3. Click on the Personal Options tab.
4. Under category subscriptions, highlight all the folders you wish to subscribe to.
5. Click the update profile button.

1.4 Customer Inactivity, Reinstatement, and Service Cancellation Process

If a customer has not conducted transmission business with Idaho Power for 12 months, Idaho Power will change the customer’s OASIS status from “Active” to “Inactive”. The customer will no longer be eligible to conduct transmission business with Idaho Power. Inactivity will be measured by:

1. The date of the most recent Transmission Service Request submitted to Idaho Power on OASIS, or
2. 12 months after the end of a Long-Term Service Agreement that was not rolled over and no additional service requests have been received.

To reinstate to “Active” status, a customer must provide an updated “Customer Contact Form,” which is found in the “Customer Service-Transmission” folder on OASIS (<http://www.oatioasis.com/ipco/index.html>). Email the updated form to Idaho Power in care of the individuals set forth in Section 1.1.3 above. Upon receipt of the updated form, Idaho Power will review the customer’s credit. After addressing any credit issues, Idaho Power will reinstate the customer on OASIS to “Active” status.

After 24 months of no activity, Idaho Power will file with FERC a cancellation notice for any service agreements executed under section 1.1 above. Upon FERC’s acceptance of the cancellation, the former customer may not be reinstated but must register as a new customer. See sections 1.1 and 1.2 above.

Version Control Information

Version Number: 1
Effective Date: 8-7-2008

Version History

Version	Date	Description
1	8-7-2008	Add Section 1.3 OAF Registration. Add Section 1.4 Customer Inactivity Process
0	7-13-2007	Initial Version Release