

Getting Started As An Administrator with Husky Quick Connect

Blending Service and Integrity

Logging in as an Administrator

Husky Midstream QuickConnect

If you have been designated as primary contact for your organization, click **Administration** on your Home page to open the *User Administration* page.

Note: The Administration tab will not be available to you if you are not a primary contact for your organization.

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Announcements	Documents +	Forms +	Shipper Positions	Administration	Contact Us	Help +

Understanding User Administration

On the User Administration page you can manage your existing user accounts as well as send a request to the Husky QuickConnect team to add a new user.

sers	5		
/iew	Last Name	First Name	Email Address
0	Ballantyne	Scott	scott.ballantyne@lawtonenergy.com
0	Barton	Jennifer	jennifer.barton@lawtonenergy.com
0	Jake	Folton	jake.folton@lawtonenergy.com
0	Lawton	Patrick	patrick.lawton@lawtonenergy.com
0	Saunders	Nick	nick.saunders@lawtonenergy.com
end	ing User Requ	nding requests.	

Viewing User Details

Click **View** for the user to open the *View User* page.

User Administration

Jsers	5		
View	Last Name	First Name	Email Address
0	Ballantyne	Scott	scott.ballantyne@lawtonenergy.com
0	Barton	Jennifer	jennifer.barton@lawtonenergy.com
0	Jake	Folton	jake.folton@lawtonenergy.com
0	Lawton	Patrick	patrick.lawton@lawtonenergy.com
0	Saunders	Nick	nick.saunders@lawtonenergy.com

You can View, Edit or Delete the user details.

/ie	w	U	S	e	r

Bu

First Name*	Scott	
Last Name*	Ballantyne	
Email Address*	scott.ballantyne@lawtonenergy.com	
Job Title	Production Accountant	
Department Name	Accounting	
siness Phone Number	(403)767-4901	
Ext.	678	
Other Phone Number	(403)839-8736	
Cell Phone	(403)616-0362	
IM Id	ballans	
Companies*	Lawton Energy	V
	Edit User Delete User	

Click **User Administration** to exit without making any changes.





New User Request

Requesting a New User

Click **Request New User** to open the New User Request page where you can advise the Husky QuickConnect team that you want another user in your organization to also be a QuickConnect user. Complete the New User Request form with your user's details. Click **Submit Request** to send the request to the Husky QuickConnect team. The fields marked with a red asterisk are mandatory.

sers	5		
/iew	Last Name	First Name	Email Address
0	Ballantyne	Scott	scott.ballantyne@lawtonenergy.com
0	Barton	Jennifer	jennifer.barton@lawtonenergy.com
0	Jake	Folton	jake.folton@lawtonenergy.com
0	Lawton	Patrick	patrick.lawton@lawtonenergy.com
0	Saunders	Nick	nick.saunders@lawtonenergy.com
end	ing User Requ	iests	

First Name*	Davin	
Last Name*	McCloud	
Email Address*	davin.mccloud@lawtonenergy	.com
Job Title	Scheduler	
Department Name	Scheduling	
Business Phone Number	403-982-5619	
Ext.		
Other Phone Number		
Cell Phone		
IM Id		
Companies*	Lawton Energy	
	Submit Request Cano	cel

Your request is displayed in Pending User Requests while it is being approved by the Husky QuickConnect team.

View	Request Type	Last Name	First Name	Email Address
0	New	McCloud	Davin	davin.mccloud@lawtonene



Updating User Details

Click **View** for the user to open the *View User* page.

Jser	Administrati	on	l l
Users	3		5
View	Last Name	First Name	Email Address 🚽
0	Ballantyne	Scott	scott.ballantyne@lawtonenergy.com
0	Barton	Jennifer	jennifer.barton@lawtonenergy.com
0	Jake	Folton	jake.folton@lawtonenergy.com
0	Lawton	Patrick	patrick.lawton@lawtonenergy.com
0	Saunders	Nick	nick.saunders@lawtonenergy.com <

Click **Edit User** to open the *Request Edit User* form.

IM Id	ballans	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Companies*	Lawton Energy	\checkmark
	Edit User Delete User	

Click **Submit Request** when you have finished making your edits to send the request to the Husky QuickConnect team.

Companies*	Lawton Energy	
	Submit Request	Cancel

Your request is displayed in *Pending User Requests* until it is processed by the Husky QuickConnect team.

View	Request Type	Last Name	First Name	Emai
0	New	McCloud	Davin	davin
0	Update	Ballantyne	Scott	scott.

Deleting a User

Click **View** for the user to open the *View User* page.

Jser	Administrati	on			
Jsers					
View	Last Name	First Name	Email Address		
0	Ballantyne	Scott	scott.ballantyne@lawtonenergy.com		
0	Barton	Jennifer	jennifer.barton@lawtonenergy.com		
0	Jake	Folton	jake.folton@lawtonenergy.com		
0	Lawton	Patrick	patrick.lawton@lawtonenergy.com		
0	Saunders	Nick	nick.saunders@lawtonenergy.com -		

Click **Delete User** to open the User Deletion Request Confirmation page.

IM Id	ballans	
Companies*	Lawton Energy	
	Edit User Delete User)

Click **Request Deletion** to send the request to the Husky QuickConnect team.

User Deletion R	equest (Confirmation
Are you sure you wou	Ild like to re	quest the deletion of this user?
Request Deletion	Cancel	

Your request is displayed in *Pending User Requests* until it is processed by the Husky QuickConnect team.

View	Request Type	Last Name	First Name	Ema
0	New	McCloud	Davin	dav
0	Delete	Ballantyne	Scott	scot