



## First Time User – Login

### Purpose:

The purpose of this document is to provide detailed instructions for a first-time user to log into the Nicor Gas Nomination System.

**Note:** If a field is required to be completed, the field name is **bold**.

### Instructions:

1. To access the Nicor’s Gas Nomination System, type <https://noms.nicor.com> in the web browser. The Gas Nomination Website Login Page will display.

The screenshot shows the login page for the Nicor Gas Nomination System. It includes the Nicor Gas logo, the text "Gas Nomination System", and the GasExchange logo. There is a "Gas Advisory" section on the left and a login form on the right. The login form has fields for "User ID" and "Password", and buttons for "OK" and "Forgot Password?".

Field	Function
<b>User ID</b>	Enter the User ID that was e-mailed to you.
<b>Password</b>	Enter the temporary password that was e-mailed to you.

2. Click the **OK** button. The Gas Nomination System – User Agreement page will display.

**GAS NOMINATION SYSTEM - User Agreement**

This User Agreement constitutes the agreement between Consumers Energy Company and User ("you" or "your") who accesses or establishes a connection to this Web site known as Gas Nominations ("Site"), which is provided for your use by Consumers Energy.

Your use of this Site constitutes your acceptance of this User Agreement as well as the [Terms of Use](#), [Privacy Statement](#) and [Security Statement](#) of the Consumers Energy Web site. Consumers Energy reserves the right, in its sole discretion, to change any or all of the provisions of this User Agreement at any time. Consumers Energy will notify you of any changes by posting them on the Site. Any changes to this User Agreement will be effective immediately upon posting to the Site. Use of the Site after posting of changes constitutes your acceptance of those changes.

You acknowledge that you are aware of the responsibilities of a User of this Site and that you will complete any on-line training that is needed in order to use this site. You agree to immediately notify Consumers Energy of any changes to authorized users from your organization and you shall assume any responsibility or liability for failure to so notify.

Consumers Energy reserves the right, in its sole discretion, to change, limit, or discontinue any aspect, content, or feature of the Site, as well as any requirement pertaining to the use of the Site.

**You agree to defend, indemnify and hold harmless Consumers Energy (and any of its parents, subsidiaries, affiliates, employees, agents, third party content providers, or licensors, and their respective directors, officers, employees, and agents) from and against all claims, liability, and expenses, including attorneys' fees and legal fees and costs, arising out of your use of the Site or your breach of any provision of this Agreement. You agree to cooperate fully in the defense of any claim pertaining to your use of this Site.**

**IF YOU DO NOT AGREE TO THE PROVISIONS OF THIS AGREEMENT OR ARE NOT SATISFIED WITH THE SITE, YOUR SOLE AND EXCLUSIVE REMEDY IS TO DISCONTINUE YOUR USE OF THE SITE.**

I agree with the terms of the User Agreement.

Agree

Next

Cancel

3. Read the terms of the User Agreement and click the box to agree with the terms.
4. Click the Next button. The Gas Nomination System – Change Profile page will display.

### Gas Nomination System - Change Profile

Please change your profile settings.

**New Password :**  [minimum 8 characters]

**Confirm Password :**  [minimum 8 characters]

**Clue Question :**  [Eg: Mother's maiden name]

**Clue Answer :**  [Eg: Smith]

I Agree to the terms and conditions [\[Click\]](#)

Field	Function
<b>New Password</b>	Enter a new password. The password must be at least 8 characters and can include letters and numbers. The password is case sensitive.
<b>Confirm Password</b>	Enter the new password again to verify.
<b>Clue Question</b>	Enter a clue question that will be used to verify your identity in the event that you forget your password. Examples include: mother's maiden name, name of your first pet, or childhood best friend.
<b>Clue Answer</b>	Enter the answer for the clue question.
<b>I Agree to the terms and conditions</b>	Check the box to agree again to the terms and conditions. To review the terms and conditions again, click the <a href="#">Click</a> hyperlink.

5. Click the **OK** button.

▼ Company    Contract    Nomination    Reports
Logout

Person    Company

### Update Person

**Company:**  ▼

Prefix:  ▼

**First Name :**

Middle Name :

**Last Name :**

Suffix :  ▼

Job Title :

6. The Update Person page will display. For additional information on this page, see the job aid titled "Update a User Profile."