

## Security Administrators:

Please review the Customer Contacts List Report (CSI050). This report is found in CSI under Customer Contact/Reports. If you see any deletions or corrections that need to be made, please send the changes via e-mail ([ssccontractadministration@sscgp.com](mailto:ssccontractadministration@sscgp.com)) or fax to (270) 852-5027.

In order to continue to maintain the security of your company's information, it is important that each employee of your company that needs access to CSI is set up correctly. If, for example, someone has left your company or changed departments or responsibilities and we are not aware of the change, that employee may still have access to all of your company information that is available within CSI. As security administrator, we need for you to inform us of any access changes that are needed for any of your company's employees that have access to CSI.

We make every attempt to communicate information that is relevant to each user's business on Southern Star's CSI system. Curtailment notices, confirmations, planned service outages and critical notices are just a few of the types of notices that are emailed on a regular basis. These notices are sent to specific "contact types" in CSI. If you have someone within your company that is not receiving the notices and they should, please check their "contact type" and update if necessary.

If you have additional contacts you would like to include that are not already listed on the report, please have them complete the "CSI Access Form" found in the Informational Postings area under Electronic Forms.

If you have any questions, do not hesitate to contact the CSI Help Desk (270) 852-5123.