

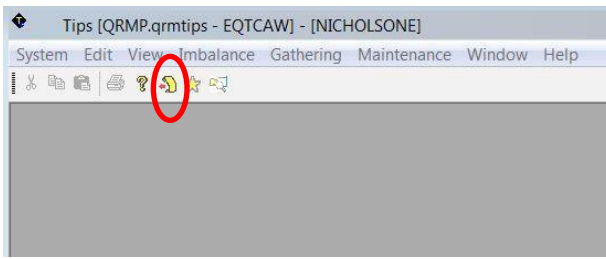
Instructions for Viewing Invoices in TIPS

Note: ETRN's Gathering system operates on a one month lag between the Accounting Period and the Production Period. For example, assuming the current calendar month is December, the current Accounting Period would be December and the current Production Period would be November.

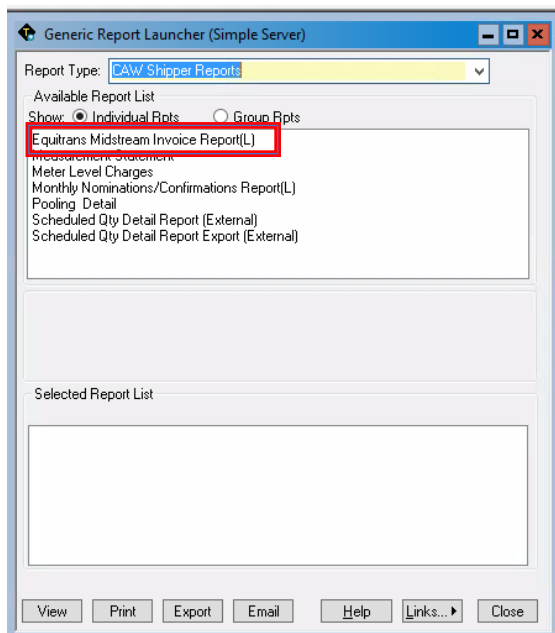
1. Log into the TIPS (Gathering) module through the following link:

<https://customers.equitransmidstream.com/Login>

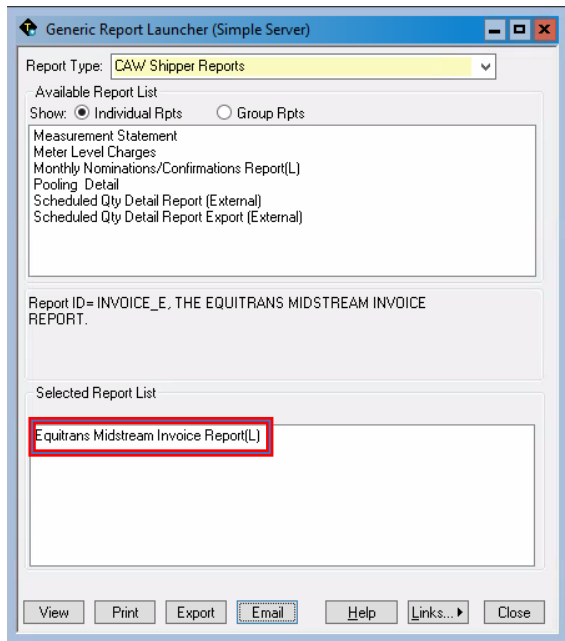
2. Navigate to System -> Batch Reports, or click on the yellow icon with the arrow in the top left-hand corner.



3. Under the "CAW Shipper Reports" option, double-click on the "Equitrans Invoice Report" selection.

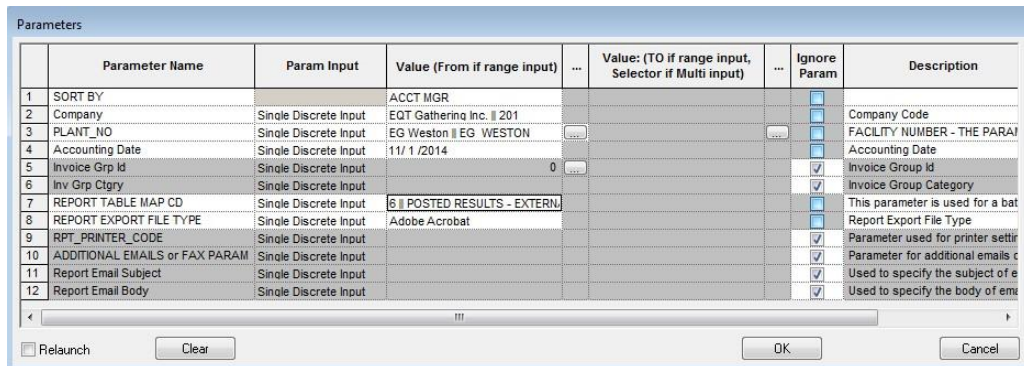


- Make sure the “Equitrans Midstream Invoice Report” selection is listed under the “Selected Report List” and click “Email”.



- Enter the following parameters, ensuring that the “Ignore Param” value is checked for all other parameters:

- Sort By: select “ACCT MGR”
- Plant_No: use the picklist to select the facility your contract(s) is associated with. The “Company” field will automatically populate once you select a facility.
- Accounting Month: select the first day of the Accounting Month you wish to view
- Report Table Map CD: select “6 | Posted Results – External”
- Report Export File Type: for an Adobe PDF file, click “Adobe Acrobat”. For a formatted Excel document, click “Excel”. For an unformatted Excel document, click “Excel Data Only”.



- Click “OK” and the invoice will be sent to you via email. If you do not receive the email please be sure to check your Spam or Junk folders.