

Instructions for Uploading Capacity Review Documents in GTS

Note - Step #1 and #2 are required

Uploading the Capacity Information

Step #1 - Affidavits

In GTS, choose the Proven Capacity Review option from the Capacity drop down menu.

Expand all applicable pipes and under the heading Affidavit, click on the words “**Not Submitted**” to display the input screen to submit your affidavit. **This upload is for affidavits only.**

Enter the start date of 8/1/2025 and end date of 7/31/2026 and click “**Select**” to display the option to pick your files from your computer.

After selecting the correct files please click “**Save**”. This will submit the affidavit for review by the OPCO.

Step #2 - Contracts

In GTS, choose the Proven Capacity Review option from the Capacity drop down menu.

Click on the pencil to bring up the Proven Capacity Summary screen. This screen will provide information about the needed Proven Capacity. There are two tabs, be sure you are on the Proven tab and click on the Add Contract button to add the contract details for review by the OPCO.

Please complete all applicable fields to match the contract and click the Select button to select the contract file for upload.

- **Please use the start date of 8/1/25 and end date of 7/31/26** Your contract may be for a date beyond 7/31/26; however, you still need to use the dates of 8/1/2025 and 7/31/26 as this is a yearly requirement and the document you are providing will only covering this time period. Although you may use the same document if it covers multiple years, you will still need to fill in the contract information and upload it yearly.
- **Please be sure to accurately provide the Receipt and Delivery Points from your contract**
- Please note that Local Production **cannot** be used for Primary Point Capacity.
- After the information is filled out, click “Select” to display the option to pick your files from your computer to attach your contract.

After selecting the correct files please click **“Save”**. This will submit the affidavit for review by the OPCO.

Step #3 – (Optional) Designating a Customer as Secondary and Uploading the Notification

In the same Proven Capacity Review screen from the instructions above, click on the edit icon (pencil) to bring up the Proven Capacity Summary screen and then choose the Secondary tab.

Drag any existing customers with secondary designation from the Secondary Designation Customer List on the right side of the grid back to the list of Non-Critical Daily Metered customers on the left side of the grid.

The list of your Non-Critical Daily Metered customers will appear on the left. Choose which customers you have sent secondary designation notifications and place them on the list on the right, the Secondary Designation Customer List.

Once you have moved the customer to the right, it will be highlighted in red.

To upload the secondary designation letter, click on “Not Submitted” and the Submit Secondary Letter option will be displayed.

Click “Select” to choose the correct file from your computer.

After selecting the correct files please click “Save”.

The customer will no longer be highlighted red.

More detailed instructions can be found in the GTS Help section in the Proven Capacity Review screen.

Please note – affidavit or secondary file names must be 50 characters or less to be uploaded into GTS.